

**AGREEMENT**

**BETWEEN**

**COMMONWEALTH OF PENNSYLVANIA**

**AND**

**THE CORRECTIONAL INSTITUTION VOCATIONAL EDUCATION  
ASSOCIATION, PENNSYLVANIA STATE EDUCATION ASSOCIATION,  
NATIONAL EDUCATION ASSOCIATION**

**Effective: July 1, 2019 to June 30, 2023**

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## PREAMBLE

This Agreement entered into by the Commonwealth of Pennsylvania, hereinafter referred to as the Employer; and the Correctional Institution Vocational Education Association, Pennsylvania State Education Association, National Education Association, hereinafter referred to as the Association, has as its purpose the promotion of harmonious relations between the Employer and the Association; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

## ARTICLE 1 MANAGEMENT RIGHTS

Section 1. It is understood and agreed that the Employer, at its sound discretion, possesses the right, in accordance with applicable laws, to manage all operations including the direction of the working force and the right to plan, direct, and control the operation of all equipment and other property of the Commonwealth, except as modified by this Agreement.

Matters of inherent managerial policy are reserved exclusively to the Employer. These include but shall not be limited to such areas of discretion or policy as the functions and programs of the Commonwealth, standards of service, its overall budget, utilization of technology, the organizational structure and selection and direction of personnel.

Section 2. The listing of specific rights in this Article is not intended to be nor should be considered restrictive or a waiver of any of the rights of management not listed and not specifically surrendered herein whether or not such rights have been exercised by the Employer in the past.

## ARTICLE 2 RECOGNITION

Section 1. The Association is recognized as the exclusive representative for collective bargaining purposes for employees within the classifications established by a certification of the Pennsylvania Labor Relations Board, dated December 8, 1978, more specifically referred to as PERA-R-11-593-C, as amended by PERA-U-465-E.

Section 2. This Agreement pertains only to those employees falling within the certification referred to in Section 1 of this Article.

Section 3. The term "employee" when used in this Agreement refers only to those persons falling within the classifications of the certification referred to in Section 1 of this Article.

ARTICLE 3  
ASSOCIATION SECURITY

Section 1. Each employee who, on the effective date of this Agreement, is a member of the Association, and each employee who becomes a member after that date shall maintain his/her membership in the Association, provided that such employee may resign from the Association, in accordance with the following procedure:

a. The employee shall send a certified letter of resignation along with the official membership card of the Association, if available, to the President of CIVEA, Southern Regional Service Center, 4750 Delbrook Road, Mechanicsburg, PA 17050. Employees must provide a copy of the letter to the Personnel Office of the Institution by which the employee is employed.

b. The letter shall be postmarked during the fifteen (15) day period prior to the expiration date of this Agreement and shall state that the employee is resigning membership in the Association and where applicable is revoking check-off authorization.

Section 2. The payment of dues and assessments while a member shall be the only requisite employment condition.

Section 3. In the event the Public Employee Relations Act is amended during the term of this Agreement, the parties agree to negotiate concerning the amendments to determine whether or not this Agreement should be amended to incorporate changes permitted by the amendments to the Act. It is clearly understood that if this Agreement is reopened for this purpose, the provisions of Article 30, Peace and Stability, will remain in full force and effect.

ARTICLE 4  
DUES DEDUCTION

Section 1. The Employer agrees to deduct the Association bi-weekly membership dues and an annual assessment, if any, from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Association, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Association by the last day of the succeeding month, after such deductions are made. This authorization shall be irrevocable by the employee during the term of this Agreement. When revoked by the employee in accordance with Article 3, the agency shall halt the check-off of dues effective the first full pay period following the expiration of this Agreement.

Section 2. The Union shall be given the opportunity to access new employees during the agency orientation process or at times deemed mutually acceptable by the parties.

Section 3. The Employer will provide the Association, on a quarterly basis, a list of all employees in this bargaining unit. This list shall contain the employee's name, address, social security number,

agency in which employed, work location (institution), and whether the employee is full-time, regular part-time or intermittent wage.

Section 4. The Association shall indemnify and hold the Commonwealth harmless against any and all claims, suits, orders, or judgments brought or issued against the Commonwealth as a result of the action taken or not taken by the Commonwealth under the provisions of this Article.

## ARTICLE 5 GRIEVANCE AND ARBITRATION

Section 1. Where an employee has the right to process a grievance through either the procedure provided herein or through the Pennsylvania Civil Service Commission and files an appeal with the Commission, either the contract grievance procedure shall cease, if the employee has submitted a contract grievance, or the employee shall not be entitled to institute proceedings under the contract grievance procedure. If the appeal to the Commission is withdrawn by the employee or not accepted by the Commission within fifteen (15) calendar days, the processing of a timely filed contract grievance shall be permitted.

Section 2. Any grievance or dispute which may arise during the term of the Agreement concerning the application, meaning, or interpretation of this Agreement shall be processed in the following manner:

**STEP 1.** The employee, either alone, or accompanied by an Association representative, or the Association through its representative, where entitled, shall present the grievance in writing to the Employer's worksite designee within fifteen (15) calendar days of the date of the occurrence giving rise to the dispute, or when the employee knew or by reasonable diligence should have known of the occurrence.

In addition, in order for the grievance(s) to be discussed at Step 1, the respective Employer worksite designee must have received a written confirmation of those grievance(s) at least fifteen (15) calendar days prior to the prescheduled Step 1 meeting. This period may, however, be extended by mutual agreement. In the case of discharge or continuing liability grievances, such grievances may be discussed at an interim Step 1 meeting on a date that has been mutually agreed upon between the parties.

The parties agree the respective Employer designee and the Association counterpart must schedule and meet on a monthly Step 1 basis, if necessary, in order to attempt to resolve all outstanding grievances. At the Step 1 meeting, the parties will advise each other of all of the then known facts, including witnesses, and furnish copies of relevant reports or investigations upon which the party will rely in proving and/or supporting its respective position.

When special circumstances preclude the disclosure of confidential patient, resident, client, student or inmate information at the Step 1 meeting, the case will be handled in accordance with the agreed upon procedures to be developed by the Commonwealth and the Association.

Any agreed upon final settlement of a grievance reached at Step 1 shall be reduced to writing and signed by the Association and the Employer designee. Decisions at Step 1 shall not be used as precedent for any subsequent case. At Step 1 of the grievance procedure, the parties shall neither add to, subtract from, nor modify the provisions of the Agreement.

After the Step 1 meeting has been held, and the then known information the parties intend to rely on to support their respective positions has been discussed and exchanged, the respective Employer designee must make a written disposition of the matter to the Association within fifteen (15) calendar days from the date of the Step 1 meeting.

In the event the grievance is not disposed of at Step 1, any later discovered or developed evidence, not previously disclosed to the other party at the Step 1 meeting must be received by the other side as soon as practical after discovery and/or development, but in no event later than 48 hours before the Step 2 hearing. (See Rule 4, Section 3 of the Rules of Procedure for Exceptions).

**STEP 2.** If the Step 1 response is not satisfactory, or a response has not been received by the Association within fifteen (15) calendar days of the Step 1 Meeting, the Association shall have fifteen (15) calendar days after the Commonwealth's response is received or due, to appeal the decision by filing its grievance with the Joint Pennsylvania State Committee (Committee). Such submission shall be made in writing, and shall be filed in accordance with the established procedures with the Office of Administration, Bureau of Employee Relations (OA-BER) in accordance with the established procedures. Failure of the Association to submit grievances to the Committee within the fifteen (15) calendar day appeal period specified above, shall be cause for the Commonwealth to consider the grievance withdrawn.

When such filing (docketing) occurs, the docketing agent for the Committee (OA-BER) will furnish official notice confirming the docketing of all cases scheduled to be heard by the Committee, along with the date, place, and time of the scheduled meeting to: the Office of Administration (Bureau of Employee Relations), the affected agency, and the Association's Mechanicsburg office.

The Committee shall have the right to hear testimony from both parties, consider all relevant facts and render a final and binding decision. Each case shall be considered on its merits and the collective bargaining agreement shall constitute the basis upon which the decision shall be rendered.

The Committee shall neither add to, subtract from, nor modify the provisions of the Agreement. The Committee shall be confined to the precise issue submitted, as outlined on the original grievance form, and shall have no authority to determine any other issues not so submitted.

If the Committee is unable to reach a decision by majority vote, the matter will be considered "deadlocked". A majority decision of the Committee shall be final and binding on both parties. Decisions of the Committee shall operate as precedent.

A reasonable number of witnesses shall be permitted to attend Committee meetings without suffering the loss of any pay, when their presence is required because of the Commonwealth's refusal

to accept the witnesses' written statement, as provided for in the attached Rules of Procedure. Grievants shall be treated in exactly the same manner as witnesses under this procedure.

An employee who presents a grievance or sits on the Committee Panel, shall do so with pay, provided the Association has indicated their desire to have that person participate in the procedure. The number of employees so designated shall not be abused.

The Employer agrees to create a pool of eight (8) administrative leave days per calendar year which may be used in one-half (1/2) day increments by CIVEA representatives for travel to and from AGP second step meetings. The pool of days will be administered by the Office of Administration.

All leave granted under the provisions of this Article shall be granted consistent with the maintenance of the Employer's efficient operations.

The Committee will function under the Rules of Procedure agreed upon by the parties.

### STATE/AGENCY WIDE GRIEVANCES

The Association may present grievances concerning agency-wide actions or state-wide actions directly to Step 2 within fifteen (15) calendar days of the date of the occurrence giving rise to the dispute, or the date when the Association knew, or by reasonable diligence should have known, of its occurrence. However, the Association will meet with the official Agency or Office of Administration designee prior to any hearing on such grievances, in order to resolve any factual disputes relating to such Agency-wide or State-wide grievances.

**STEP 3.** An appeal from a deadlocked decision at Step 2 may be initiated by the Association, by written notice of the intent to proceed to arbitration. This notice must be sent within fifteen (15) calendar days after the deadlocked decision from Step 2 to the Office of Administration (Bureau of Employee Relations), and the affected Commonwealth Agency (Division of Labor Relations).

The impartial arbitrator is to be selected by agreement between the respective Co-Chairpersons of the Committee within fifteen (15) calendar days after the notice has been given. If the parties fail to agree on an impartial arbitrator, either party may request the Bureau of Mediation to submit a list of seven (7) possible arbitrators to the respective Co-Chairpersons.

The Co-Chairpersons shall, within fifteen (15) calendar days of the receipt of said list, select the arbitrator by alternately striking one name from the list until one name remains. The Employer shall strike the first name. The Bureau of Mediation shall be contacted within fifteen (15) calendar days after selection and the case scheduled as soon as possible.

Each case shall be considered on its merits and the collective bargaining agreement shall constitute the basis upon which the decision shall be rendered.

The arbitrator shall neither add to, subtract from, nor modify the provisions of the Agreement.

The arbitrator shall be confined to the precise issue submitted for arbitration and shall have no authority to determine any other issues not so submitted.

A decision by the arbitrator shall be final and binding on both parties, except where the decision would require an enactment of legislation, in which case it shall be binding only if such legislation is enacted. The arbitrator shall be required to issue a decision within thirty (30) calendar days after the close of the hearing or receipt of the transcript of the hearing.

Each party shall bear the costs of preparing and presenting its own case. All fees and expenses of the arbitrator shall be divided equally between the parties, except where one of the parties to this Agreement request a postponement of a previously scheduled arbitration hearing which results in a postponement charge. The postponing party shall pay such charge unless such postponement results in a settlement of the grievance, in which event the postponement charge shall be divided by the parties. A postponement charge resulting from a joint postponement request shall be shared equally by the parties. If the Association postpones the previously scheduled arbitration, then no liability will accrue to the Commonwealth between the previously scheduled hearing date and the date the case is heard by the arbitrator.

Either party desiring a record of the proceedings shall pay for the record and make a copy available without charge to the arbitrator.

Section 3. All of the time limits contained in this Article may be extended by mutual agreement. The granting of any extension at any step shall not be deemed to establish a precedent.

Section 4. An employee shall be permitted to have a representative of the Association present at each step of the grievance procedure, up to and including Step 2; subject, however, to Section 606, Article VI of the Public Employee Relations Act. Upon request by an employee or Association representative, a Step 1 grievance meeting will be postponed or rescheduled, if necessary, if an Association representative is temporarily unavailable to the employee. Where this occurs, the time limits for response to the grievance will be suspended during the postponement period.

The Association shall furnish the Employer with the names and work locations of grievance representatives and shall notify the Employer of any changes. The parties hereto agree that the number of Association representatives selected by the Association shall be a reasonable number and is a proper subject for negotiations between the parties.

An aggrieved employee and the Association representative, if employees of the Employer, shall, subject to management's need to maintain efficient operations, be granted reasonable time during working hours, if required, to process Step 1 grievances in accordance with this Article without loss of pay or leave time, except as follows. Association representatives who are employees of the Commonwealth shall be granted annual leave or leave without pay to process or investigate grievances at work sites other than their own. Such leave shall be granted at the written request of the Association representative, subject to management's need to maintain efficient operations. Except for emergencies, requests for such leave must be submitted five (5) working days in advance.

Section 5. The committee will function under the Rules of Procedure in Appendix I.

ARTICLE 6  
PERSONNEL FILES

Section 1. The official personnel files for employees shall be kept at the institution personnel offices, and an employee shall be given a copy of any material forwarded for inclusion in the official personnel file. An employee shall have access to his/her official personnel file, excluding pre-employment information, during the regular office hours provided that there shall be no undue interference with the normal routine of the office. Under no circumstances shall the official personnel file be removed from the office by the employee, and his/her access to the file shall be only in the presence of someone in authority in the office. An employee shall be entitled to have a representative of the Association accompany him/her during such review. An employee shall have the right to make such additions or responses to the material contained in his/her personnel file as he/she shall deem necessary, but he/she shall have no right to remove material from the file. Upon written request of an employee, a copy of his/her personnel file will be sent to the employee at his/her expense.

Section 2. If the employee is disciplined and subsequently through utilization of the grievance procedure the issue is settled and the disciplinary action is rescinded, all materials pertaining to the disciplinary action shall immediately be removed from the employee's official personnel file, as well as any other personnel file maintained by supervisory or managerial employees.

ARTICLE 7  
DISCHARGE, DEMOTION, SUSPENSION AND DISCIPLINE

Section 1. The Employer shall not demote, suspend, discharge or take any disciplinary action against an employee without just cause. An employee may appeal a demotion, suspension, or discharge beginning at the first step of the grievance procedure under Article 5. PSEA and CIVEA shall be notified promptly by the Employer of any demotion, suspension, or discharge by sending notification of the disciplinary action via electronic mail.

Section 2. For each employee hired on or after the effective date of this Agreement there shall be a probationary period of 180 calendar days and the provisions of Section 1 above shall not be applicable during this probationary employment of up to 180 calendar days. The 180 calendar days shall begin on the date the employee enters the Department of Corrections Training Academy. The probationary period can be extended by written agreement between the Employer and CIVEA for an additional period, during which time the provisions of Section 1 shall not apply. Periods of leave without pay and periods of time during which an employee is using paid leave to supplement Workers' Compensation will not count toward the probationary period.

Section 3. Any action instituted under Section 1 of this Article shall be implemented within a reasonable period of time after the event giving rise to such disciplinary action or knowledge thereof.

Section 4. An employee who is subject of an Inspector General investigation will be notified when the investigation is concluded. The employee who is not being subject to disciplinary action will be notified at the conclusion of the investigation that the allegations were either "unfounded" or "unsubstantiated." An employee shall be deemed a subject of an investigation when the employee has been accorded a 'subject interview'.

Section 5. The Employer and the Union agree to the alternative forms of discipline in lieu of suspension actions program in accordance with Appendix N.

## ARTICLE 8 WORK DAY/WORK WEEK

Section 1. Except for Corrections Activities Specialists, permanent full-time employees may be placed on an Academic Annual work schedule or a 26.08 pay period work schedule at the discretion of the Secretary of Corrections. Each permanent full-time employee placed on a 22 pay period work schedule may elect to have his/her pay distributed over 26.08 pay periods. Employees on a 26.08 pay period work schedule shall not be transferred to a 22 pay period schedule without their consent. Except for Corrections Activities Specialists, the work week for permanent full-time employees shall consist of five (5) consecutive work days in a pre-established work schedule based upon schedules currently in effect at each institution. The work schedule for full-time Corrections Activities Specialists shall consist of any ten (10) work days in a pre-established 14 consecutive day schedule based upon schedules currently in effect at each institution. Such schedules shall consist of either a Monday-Friday, Tuesday-Saturday, or Sunday-Thursday work schedule.

In the event a Department of Corrections institution is considering changing the existing configuration of work schedules for Corrections Activities Specialists, the institution will notify the statewide President of CIVEA. Except for emergency changes the institution will meet and discuss, upon request, before implementing such schedule changes.

Section 2. Except for Corrections Activities Specialists, the work day for permanent full-time employees shall commence at times currently in effect at each institution and shall consist of eight (8) hours which shall include one scheduled preparation period per day equivalent to one hour and a one-half hour unpaid lunch period. The preparation period may, on an emergency basis, but not more than two times per month be used for staff meetings. The preparation period may be utilized for all student/teacher related work to include computer usage. Lunch and breaks will not be utilized for student/teacher related computer usage. For permanent, full-time Corrections Activities Specialists, the work shift shall commence at times currently in effect at each institution and shall consist of 8.5 hours within a pre-established 24 hour period, of which not more than 7 hours shall consist of direct contact with inmates and inclusive of a one-half hour unpaid meal period. The normal workday for full-time employees shall start between 7:30 a.m. and 12:30 p.m. and there shall be at least 15.5 hours between the end of one day's shift and the beginning of the next day's shift. It is understood that employees will sign in and sign out anytime the employee enters or exits the institution in the same manner as other Department of Corrections staff. Employees working in State Correctional Institutions shall be provided with a free meal during their shift.

Section 3. The regular hours of work for any shift shall be consecutive except that they may be interrupted by a meal period.

Section 4. The workday and workweek for regular part-time employees will be governed by the educational programs established by the Employer. Every effort will be made to coordinate all regular part-time funding programs to begin and end at the same time.

Section 5. The workday and work week as defined in Section 1 and 2 of this Article may be changed by the Employer. In the event of temporary change for security reasons, such temporary change may be implemented immediately.

In those situations where changes are made to the work day or work week for other than security reasons, the Employer agrees to provide the Association with as much advance notice of such contemplated changes as is feasible but in no event shall such notice be less than three (3) weeks prior to the anticipated effective date. The Employer also agrees to meet and discuss, at the request of the Association, prior to the implementation of such changes and further agrees to provide, upon request of the Association, the reasons for the schedule changes.

Each employee affected by such a change will receive notification of such change two (2) weeks prior to the effective date.

Where changes are to be made by the Employer for other than emergency reasons, or where schedules are to be adopted for new programs, an employee whose regular work schedule is Monday through Friday shall not have his/her work schedule changed to other than a Monday through Friday schedule except for a legitimate operational reason which is not arbitrary or capricious.

Section 6. Compensation for work performed beyond the work schedule (including situations when there are fewer than 15.5 hours between the end of the one day's shift and the beginning of the next day's shift) shall be governed by the provisions of Article 41, Overtime.

Section 7. The parties agree that employees of this bargaining unit who work a minimum of three hours in a full one-half shift shall receive a fifteen minute paid rest period during each one-half shift. The rest period shall be scheduled by the employee at a time when the employee has no inmate contact except at the beginning or end of the work day. No liability shall accrue to the Employer in the event the employee does not schedule a rest period.

Employees may utilize rest periods in conjunction with leave provided the rest period has been earned and the leave is scheduled for a minimum of 15 minutes.

Section 8. A committee consisting of representatives of the Department of Corrections and the Association shall be formed to study the implementation of an academic work year. The results of the study shall be recommended to the Secretary of the Department of Corrections for consideration in accordance with Section 1 of this Article.

Section 9. During semester break when classes are not in session, teachers will be permitted to work flexible schedules with management approval.

a. Teachers interested in flex scheduling during semester breaks must provide four weeks' notice of requested hours.

b. Requests for flex schedule will be answered two weeks prior to the commencement of semester break.

c. The flex schedule hours must be between 7am and 5pm and must be the same hours every day for the semester break period.

d. Once the flex schedule is approved, the schedule cannot be changed for the duration of the semester break.

e. A new request for flex schedule must be submitted for each semester break.

f. The flex schedule will not result in additional compensation by means of premium pay or shift differential.

g. During the flex schedule inmate teacher's aides will only be available when a Corrections Officer is assigned to the security of the classroom area.

h. Approval for flex schedule requests for the semester break shall be at the sole discretion of local management.

## ARTICLE 9 LEAVES OF ABSENCE

Section 1. All requests for leaves of absence must be submitted to the Principal or Corrections Activities Manager, as appropriate, on the appropriate leave forms two weeks prior to commencing said leave except where otherwise specified in this Article. Requests for emergency type leaves shall be answered before the end of the shift on which the request was made. Requests for any type of leave which is not to exceed one month shall be answered by the Employer within five (5) working days. If the requested leave is in excess of one month, the request shall be answered within ten (10) working days.

The time when leave is taken is within the discretion of the Employer.

Section 2. All time that an employee is absent from work shall be appropriately charged.

ARTICLE 10  
SICK LEAVE AND BEREAVEMENT LEAVE

Section 1. Permanent employees shall be eligible to use paid sick leave after 30 calendar days of service with the Employer. Employees shall earn sick leave as of their date of hire in accordance with the following schedule:

Maximum Sick Leave Entitlement Per Year:

Sick Leave will be earned at the rate of 4.24% of all regular hours paid.

37.5 Hour Workweek	82.5 Hours (11 days)
40 Hour Workweek	88 Hours (11 days)

The above-referenced percentages shall be of all Regular Hours Paid which shall be defined as all hours paid except overtime.

Section 2. Employees may accumulate sick leave up to a maximum of 300 days (2250 or 2400 hours).

Section 3. A doctor's certificate is required for an absence from work due to sickness for three or more consecutive days. For absences of less than three days, a doctor's certificate may be required where the Employer has reason to believe that the employee has been abusing the sick leave privilege.

Section 4. Where sickness in the immediate family requires the employee's absence from work, employees may use not more than five days of such sick leave entitlement in each calendar year for that purpose. Immediate family for the purpose of this Section is defined as the following persons: husband, wife, domestic partner, child, step-child, foster child, parent, brother, sister, grandchild or step-parent of the employee or child of the employee's domestic partner. The Employer may require proof of such family sickness in accordance with Section 3 above.

Effective with the beginning of the 2021 leave calendar year, domestic partner and the child of the employee's domestic partner will no longer be considered as immediate family for the purposes of this Section.

Section 5. Where a family member's serious health condition requires the employee's absence from work beyond 20 days (150/160 hours as applicable) in a calendar year, permanent employees with at least one year of service may use accrued sick leave, in addition to that provided by Section 4 above.

a. Employees who meet the eligibility criteria in b. through e. below may use accrued sick leave in accordance with the following schedule:

**Leave Service Credit**

Over 1 year to 3 years  
Over 3 years to 15 years  
Over 15 years to 25 years  
Over 25 years

**Sick Family Allowance**

Up to 52.5/56 additional hours (7 days)  
Up to 112.5/120 additional hours (15 days)  
Up to 150/160 additional hours (20 days)  
Up to 195/208 additional hours (26 days)

b. During the initial 20 days (150/160 hours) of absence, paid annual leave and/or unpaid leave shall be used and may include leave provided under Section 4 above. The additional sick family leave allowance must be used prospectively, and may not be retroactively charged for any of the initial 20 days (150/160 hours). A separate 20 day (150/160 hour) requirement must be met for each different serious health condition and/or family member and for each calendar year, even if not all of the additional days were used during the previous calendar year.

c. The initial 20 days (150/160 hours) of absence may be accumulated and the additional leave may be used on an intermittent basis.

d. Proof of the family member's serious health condition as defined by the Family and Medical Leave Act must be provided on the Commonwealth's Serious Health Condition Certification form. Proof may be required for each absence during the 20 day (150/160 hour) period and subsequent additional sick family leave period.

e. Family member for the purposes of this Section is defined as the following persons: husband, wife, domestic partner, child, step-child, foster child or parent of the employee or child of the employee's domestic partner or any other person qualifying as a dependent under IRS eligibility criteria.

Effective with the beginning of the 2021 leave calendar year, domestic partner and the child of the employee's domestic partner will no longer be considered as family members for the purposes of this Section.

Section 6. Employees may use up to five days of sick leave for the death of the employee's spouse, domestic partner, parent, step-parent, child, or step-child or the child of the employee's domestic partner and up to three days of such leave may be used for the death of the following relatives of the employee: brother, sister, grandparent, step-grandparent, grandchild, step-grandchild, son- or daughter-in-law, brother- or sister-in-law, parent-in-law, grandparent-in-law, aunt, uncle, step-brother, step-sister, foster child, niece, nephew or any relative residing in the employee's household or the following relatives of the employees domestic partner: parent, brother, sister, grandparent or grandchild.

Effective with the beginning of the 2021 leave calendar year, sick leave may not be used for the death of a domestic partner, the child of the employee's domestic partner, or the parent, brother, sister, grandparent or grandchild of the employee's domestic partner.

Section 7. a. Employees who retire shall be paid for their accumulated unused sick leave in accordance with the schedule below if they retire under the conditions set forth in Subsection b.

<u>Days Available at Retirement</u>	<u>Percentage Buy-Out</u>	<u>Maximum Days</u>
0 - 100	30%	30
101 - 200	40%	80
201 - 300	50%	150
over 300 (in last year of employment)	100% of days over 300	11

b. Eligibility for payment of benefits under Subsection a. is as follows:

- (1) Superannuation retirement with at least five years of credited service in the State and/or Public School Retirement Systems. For purpose of this Subsection, superannuation under TIAA-CREF shall be 50 years of age with at least 5 years of State and/or public school service, or
- (2) Disability retirement, which requires at least five years of credited service in the State and/or Public School Retirement Systems. For purpose of this Subsection, retirement under TIAA-CREF shall be considered disability if the retiree is found eligible using the procedure established in Appendix K, or
- (3) Other retirement, including retirement under TIAA-CREF, with at least 25 years of credited service in the State and/or Public School Retirement Systems
- (4) After 7 years of service, death prior to retirement or separation of service except as provided in Section 8.

c. Such employees shall not be paid for part days of accumulated sick leave.

d. None of the benefits provided for in this Article are to be construed as payable as a death benefit.

e. No payments under this Section shall be construed to add to the credited service of the retiring member or to the retirement covered compensation of the member.

f. Effective as soon as practically possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All employees who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the employee's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the employee in cash. Amounts in excess of the maximum allowable amount will be paid to the employee in cash.

Section 8. When an employee dies as the result of a work-related accident, the Commonwealth will pay 100% of the employee's unused sick leave unless the surviving spouse or minor children are entitled to benefits under Act 101 of 1976 in which case the Commonwealth will pay 30% of the employee's unused sick leave to 90 days. Such payments shall not be made for part days of accumulated sick leave.

Section 9. Employees on leave without pay to attend official union conventions or conferences in accordance with Article 17, Leaves for PSEA Service, shall have that time included in regular hours paid for the purpose of earning sick leave entitlement in accordance with Section 1 above.

Section 10. Employees who have more than one year of service since their most recent date of hire and who use no sick leave in the first half (first 13 pay periods) of the leave calendar year shall earn one-half day (3.75 or 4.0 hours) of annual leave in addition to those earned under Article 15, Sections 1.c. and 1.d. Employees who have more than one year of service since their most recent date of hire and use no sick leave in the second half (last 13 pay periods or 14 pay periods depending on the number of pay periods in the leave calendar year) of a leave calendar year shall earn one-half day (3.75 or 4.0 hours) of annual leave in addition to those earned under Article 15, Sections 1.c. and 1.d. Leave earned will be available for use in the pay period following the pay period in which it was earned.

Sick bereavement leave used will not be counted; however, all other types of paid sick leave; unpaid sick leave used under Article 16; and paid and unpaid leave used for work-related injuries shall count as sick leave for this section.

Section 11. Permanent employees who have one or more years of service since their last date of hire may anticipate sick leave to which they become entitled during the then current calendar year unless the Employer has reason to believe that the employee has been abusing the leave privilege. Permanent employees with less than one year of service since their last date of hire may not anticipate sick leave.

An employee may elect to use annual leave prior to anticipating sick leave.

Section 12. In the event an employee becomes ill and is unable to report for work, said employee shall, prior to the start of the employee's shift, call the Control Center and give his/her name and work assignment.

Section 13. For the purpose of this Article, the calendar year shall be defined as beginning with the employee's first full pay period commencing on or after January 1 and continuing through the end of the employee's pay period that includes December 31.

Section 14. For the purpose of this Article, domestic partner shall be defined as a same sex domestic partner who meets the eligibility criteria established by the Commonwealth.

ARTICLE 11  
MILITARY LEAVE

Employees shall be eligible for military leave as provided as follows:

Section 1. Military Reserve

a. All employees of the Commonwealth who are members of reserve components of the Armed Forces of the United States shall be entitled to military leave with compensation for all types of training duty ordered or authorized by the Armed Forces of the United States. Such training may either be active or inactive duty training and shall include but is not limited to:

- (1) Annual active duty for training
- (2) Attendance at service schools
- (3) Basic training
- (4) Short tours of active duty for special projects
- (5) Attendance at military conferences and participation in any command post exercise, or maneuver which is separate from annual active duty for training or inactive duty training.

b. For military training duty as provided for in Subsection a. of this Section the maximum military leave with compensation is 15 working days per calendar year.

c. The rate of compensation for a military leave day shall be the employee's regular rate of compensation for the employee's regular classification.

Section 2. Pennsylvania National Guard

a. In accordance with the Military Code as amended by Act 92 of 1975 and Act 174 of 1990, all employees of the Commonwealth who are members of the Pennsylvania National Guard shall be entitled to military leave with compensation for all types of training duty (active and inactive) or other military duty ordered or authorized by the Armed Forces of the United States. Such duty shall include but is not limited to:

- (1) Annual active duty for training
- (2) Attendance at service schools
- (3) Basic training
- (4) Short tours of active duty for special projects
- (5) Attendance at military conferences and participation in any command post exercise, or maneuver which is separate from annual active duty for training or inactive duty training
- (6) Other military duty

b. For military training duty or other military duty as provided for in Subsection a. of this Section, the maximum military leave with compensation is 15 working days per calendar year.

c. Military leaves with compensation shall also be granted to members of the Pennsylvania National Guard on all working days during which, as members of the Pennsylvania National Guard, they shall be engaged in the active service of the Commonwealth as ordered by the Governor when an emergency in the Commonwealth occurs or is threatened, or when tumult, riot or disaster shall exist or is imminent.

d. The rate of compensation for a military leave day shall be the employee's regular rate of compensation for the employee's regular classification.

Section 3. General

a. Employees of the Commonwealth who leave their jobs for the performance of duty, voluntarily or involuntarily, in any branch of the Armed Forces of the United States, any of its Reserve components or any of its National Guard components, or the commissioned corps of the Public Health Service for the purpose of training or service shall be granted military leave without pay. The provisions of Section 3 through Section 6 are consistent with Chapter 43, Part III, of Title 38 United States Code and Military Code, 51 Pa. C.S. §7301 et seq.

b. Employees who are on military leave without pay shall have their duties performed either by remaining employees and their positions kept vacant or by temporary substitutes.

Section 4. Granting, Duration and Expiration

a. Military leave without pay must be granted for the following military services:

- (1) For all active duty (including full-time National Guard duty)
- (2) For initial active duty for training.
- (3) For other active or inactive military training duty. Employees who volunteer for additional duty not required as part of routine training shall provide four weeks' notice if possible to their immediate supervisor prior to the commencement of such duty.

b. Military leave without pay is available for five years plus any involuntary service during wartime or national emergency. The five years is cumulative throughout employment with the Commonwealth.

c. Military leave without pay shall expire:

- (1) For periods of more than 180 days, no more than 90 days after the completion of the service.
- (2) For periods of service of more than 30 days but less than 181 days, no more than 14 days after the completion of the service.

- (3) For periods of service that were less than 31 days, the first full regularly scheduled work period following the period of service or up to eight hours after an opportunity to return from the place of service to the employee's home.
- (4) For periods of hospitalization or convalescence from illness or injury incurred during the period of service, up to two years after the period of service or when recovered, whichever occurs sooner.
- (5) For circumstances beyond an employee's control, the above periods may be extended upon demonstration of such circumstance.

Section 5. Re-employment

Employees have the right to return to employment at the time of or prior to the expiration of military leave upon notifying the agency head of the desire and availability to return to Commonwealth service, provided the following are met:

- a. The employee is capable of performing the essential functions of the position.
- b. For temporary employees, the temporary position has not yet expired.
- c. For periods of service delineated in Section 4.c. (1) and (4), written application for reemployment is provided to the agency head.

Section 6. Seniority Rights

An employee who returns to employment at the time of or prior to the expiration of military leave shall be given such status in employment as would have been enjoyed if employment had been continuous from the time of entrance into the Armed Forces.

Section 7. Retirement Rights

Employees who are granted military leaves may, under conditions provided in the Military Code (51 P.S. §7306) and Chapter 43, Part III of Title 38 United States Code and in accordance with procedures prescribed by the State Employees' Retirement Board and the Public School Employees' Retirement Board, choose either to continue or discontinue making regular payments into their retirement accounts.

Section 8. Loss of Benefits

Employees who are separated from the service by a discharge under other than honorable conditions, bad conduct, or dishonorable discharge shall not be entitled to any of the benefits of

Section 3 through Section 9 of the Article (relating to military leaves without pay) except such vested rights as they may have acquired thereto by virtue of payments made into their retirement accounts.

Section 9.      Physical Examination

Employees shall be granted one day's leave with pay for the purpose of undergoing any physical examination that may be required in connection with entering the Armed Forces. An extension of such paid leave, not exceeding two additional days, may be approved by the agency if the employee certified in writing that more than one day is required to complete the examination.

Section 10.      For the purpose of this Article, the calendar year shall be defined as beginning with the employee's first full pay period commencing on or after January 1 and continuing through the end of the employee's pay period that includes December 31.

ARTICLE 12  
FAMILY AND MEDICAL LEAVE ACT (FMLA) LEAVE

Section 1.      General

a.      After completing one year of service, an employee shall be granted up to 12 weeks of FMLA leave with benefits, on a rolling twelve month year basis, provided the employee has at least 1250 hours of actual work time within the twelve months preceding the commencement of the leave. Leave under this Section may be approved on an intermittent, reduced-time, or full-time basis. A permanent part-time employee shall be granted the 12 week entitlement provided by this Subsection if the employee has at least 900 hours of actual work time within the twelve months preceding the commencement of the leave; the entitlement will be pro-rated based on the employee's percentage of full-time regular hours worked.

b.      FMLA leave shall be granted for the following reasons:

- (1)      when the illness or disability is due to an employee's serious health condition;
- (2)      when attending to the medical needs of a spouse, domestic partner, parent, son or daughter or other person qualifying as a dependent who has a serious health condition;
- (3)      when becoming parents through childbirth or formal adoption or placement of a child with an employee for foster care;
- (4)      when a qualifying exigency event related to a family member who is a military servicemember occurs; or,
- (5)      when an employee attends to the serious injury or illness of a covered servicemember or veteran who is a family member.

Effective with the beginning of the 2021 leave calendar year, FMLA leave may not be used for the medical needs of a domestic partner.

If the leave is for a military caregiver under (5) above, 26 weeks of leave within a single 12 month period is provided and other FMLA leave used does not reduce this entitlement. For FMLA leave due to reasons (1), (2), (3), or (4) above, one aggregate 12 week entitlement is provided.

c. Upon request of a permanent employee, an extension of up to an additional nine months of leave without pay shall be granted for the following reasons:

- (1) employee sickness upon receipt of proof of continuing illness or disability;
- (2) family care reasons upon receipt of proof of continuing illness or disability of the family member and need to care for the family member;
- (3) parental reasons.

The extension shall be with benefits for the first 13 weeks (91 calendar days) and shall be without benefits for the remainder of the extension. Such extensions shall be contiguous to the termination of the 12 week entitlement. It shall not be used on an intermittent or reduced-time basis, except as provided under Section 1.f.

d. Upon request, up to 13 weeks (91 calendar days) of leave without pay with benefits may be granted to a permanent employee with less than one year of employment, provided the absence is at least two consecutive weeks in duration; however, only one occasion within a twelve month rolling year may be approved.

e. This Article shall not apply to a compensable work-related injury. For non-compensable workers' compensation claims, Subsection 1.a. of this Article applies. When the employee does not meet eligibility requirements for leave under Subsection 1.a. of this Article, up to 13 weeks (91 calendar days) of leave without pay with benefits may be granted.

f. Intermittent or reduced-time FMLA leave may be approved for absences after the 12 week entitlement when due to a catastrophic illness or injury of a permanent employee that poses a direct threat to life or to the vital function of major bodily systems or organs, and would cause the employee to take leave without pay or terminate employment. All accrued and anticipated leave must be used before granting leave without pay under this Subsection. Such leave without pay used will run concurrently with and reduce the entitlement.

## Section 2. Granting Leave

a. An employee shall submit written notification to their immediate supervisor stating the anticipated duration of the leave at least two weeks in advance if circumstances permit, in accordance with the following:

- (1) For an employee with a serious health condition, proof of illness or disability in the form of a doctor's certificate which shall state a prognosis and expected date of return is required.
- (2) For an employee caring for family members, documentation supporting the need for care is required.
- (3) For an employee who becomes a parent, documentation is required and FMLA leave shall begin whenever the employee requests on or after the birth, adoption or foster care placement; however, it may be used prior to the date of custody or placement when required for adoption or placement to proceed, and no FMLA leave shall be granted beyond one year from the date of birth, of assuming custody of an adopted child or of placement of a foster child.

b. In no case shall an employee be required to commence FMLA leave sooner than he/she requests, unless the employee can no longer satisfactorily perform the duties of their position.

### Section 3. Re-employment

a. A permanent employee shall have the right to return to the same position in the same classification, or to an equivalent position with regard to pay and skill, as the position he/she held before going on leave as described in Section 1.a. and the first 14 weeks of leave as described under Section 1.c.

b. Upon the expiration of the re-employment rights under Subsection a. or Subsection c., and upon written request to return to work, a permanent employee shall be offered a position in the same classification and seniority unit for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If such a position is not available, the employee shall be offered, during the remainder of the extension period, any position in the same classification, in a lower classification in the same classification series, or a position previously held, within the same geographical/organizational limitation as the seniority unit, for which a vacancy exists and to which there are no seniority claims and which the agency intends to fill. If the employee refuses an offer of a position in the same classification, the employee's rights under this Section shall terminate. If the employee accepts a position in a lower classification or a position previously held, the employee will be offered a position in the same classification if there is a vacancy in that classification during the remainder of the entitlement in the seniority unit, provided there are no seniority claims to the position, and the agency intends to fill the position.

In those instances in which a seniority unit includes several work sites, it is understood that an employee's right to reemployment as set forth in this section will be to a position at the work site in which the employee was assigned to work prior to the FMLA leave for absences under Section 1.a., providing that a position in the employee's classification continues to exist at the work site and further provided that the employee is not subject to a transfer or furlough as provided for in Article 27.

c. Employees who use 26 weeks or more of paid leave (12 weeks of leave under Section 1.a. and the first 14 weeks of leave under Section 1.c.) and who return to work before or upon the

exhaustion of the paid leave will have the same return rights as described in Subsection a. Return rights after paid leave is exhausted, if the absence is more than 26 weeks (12 weeks of leave under Section 1.a. and the first 14 weeks of leave under Section 1.c.) are in accordance with Subsection b.

#### Section 4. Seniority Rights

Upon return from FMLA leave, a permanent employee shall retain all seniority and pension rights that had accrued up to the time of leave. Seniority shall continue to accrue during FMLA leave under Section 1.a., and during the extension period under Section 1.c.

#### Section 5. Annual, Sick, Compensatory and Holiday Leave

a. An employee using FMLA leave for military exigencies or military caregiving, must use all applicable, accrued paid leave types upon commencement of FMLA leave. For all other FMLA leave, an employee shall be required to use all applicable accrued paid sick leave (sick family or additional sick family for family care reasons) as certified by a health care provider upon commencement of FMLA leave, except as provided in Subsection b. below. An employee shall not be required to use annual, compensatory or holiday leave upon the commencement of FMLA leave, except as provided for in Subsection 1.f. of this Article. If any paid leave is used, it will run concurrently with and reduce the entitlements under Sections 1.a. and 1.c. of this Article. Unused leave shall be carried over until return. An employee shall not earn annual and sick leave while on leave without pay. Holidays will be earned based on Article 28, Holidays.

b. An employee may choose to retain up to ten days of accrued sick leave. The choice to retain or not retain sick leave cannot be made retroactively, and saved days will be measured based on accrued sick leave available at the commencement of the absence. Saved days may be used during the 12 week entitlement as certified by a physician; such sick leave used will run concurrently with and reduce the entitlement. Days saved and requested for intermittent or reduced-time absences for periods less than two consecutive weeks after the first 12 week entitlement will be reviewed for approval under the provisions of Article 10; such use will not be counted against the FMLA entitlement.

c. An employee who has accrued more than 12 weeks of paid leave is not limited to 12 weeks of FMLA leave. Leave in excess of 12 weeks will run concurrently with and reduce the entitlement under Section 1.c. of this Article.

#### Section 6. Benefits

a. State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Articles 21 and 22 will continue during FMLA leave under Section 1.a. and for the benefit-eligible period of leave under Section 1.c. of this Article.

b. The continuation of benefits under this Article is subject to the employee's payment of any required employee contribution under Article 21, Section 3.

Section 7. Definitions

a. For the purpose of this Article, parent shall be defined as the biological, adoptive, step or foster parent of the employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter.

b. For the purpose of this Article, son or daughter shall be defined as a biological, adopted, or foster child, a step-child, a legal ward, a child of a person standing in loco parentis, or a biological or adopted child of the employee's domestic partner who is:

- (1) under 18 years of age; or
- (2) 18 years of age or older and incapable of self-care because of a mental or physical disability.

Effective with the beginning of the 2021 leave calendar year, the definition of a son or daughter shall not include a biological or adopted child of the employee's domestic partner.

c. For the purpose of this Article, domestic partner shall be defined as a same sex domestic partner who meets the eligibility criteria established by the Commonwealth.

Section 8. Guidelines

a. Guidelines established by the Secretary of Administration regarding FMLA leave are published through the Directives Management System (Reference Management Directive 530.30).

b. It is understood by both parties that the provisions of this Article are consistent with the Pennsylvania Human Relations Act, 43 P.S. Sections 951, et seq., and the Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601, et seq.

c. Should the Patient Protection and Affordable Care Act of 2010, 42 USC § 18001 *et seq.*, or its regulations be modified or interpreted to not provide an additional 91 calendar days of benefits as described in Section 401 of this Article, it is agreed that the health and life insurance entitlements outlined in this Article will not be diminished.

ARTICLE 13  
PERSONAL LEAVE DAYS (VACATED)

With the incorporation of personal leave into Article 15, Annual Leave, in accordance with Article 13, Section 9 of the 2016-2019 Agreement, this Article is vacated by mutual agreement of the parties.

ARTICLE 14  
CIVIL LEAVE

Section 1. The Employer recognizes the responsibility of its employees to fulfill their civic duties as jurors and witnesses in court proceedings. The Employer agrees therefore to grant civil leave with pay to permanent employees:

a. Who have not volunteered for jury duty and are called for jury duty

or

b. Who are not a party in a civil or criminal court proceeding, but are subpoenaed as a witness to attend such a court proceeding.

Civil leave shall be granted for the period of time (including reasonable travel time) when the employee's regularly scheduled work is in conflict with the required court attendance time. An employee shall be eligible to receive a maximum of one (1) day's pay at their regular straight time rate (One (1) full shift) for any civil leave usage.

Evidence of such civil duty in the form of a subpoena or other written notification shall be presented to the employee's immediate supervisor as far in advance as possible.

Section 2. Permanent employees who are subpoenaed as witnesses or who are parties in the following administrative hearings shall be granted leave with pay while attending such hearings: Unemployment Compensation Board of Review Referee, Workers' Compensation Judge and Worker's Compensation Appeal Board.

Permanent employees who are subpoenaed as witnesses before the State Civil Service Commission or Pennsylvania Human Relations Commission shall be granted leave with pay while attending such hearings.

Evidence of such duty in the form of a subpoena or other written notification shall be presented to the employee's immediate supervisor as far in advance as possible.

Section 3. The term court as used in this Article is intended to mean only the following courts: Minor Judiciary Court, Courts of Common Pleas, Commonwealth Court and the United States District Court.

Section 4. a. Permanent employees, while performing fire fighting duties, emergency medical technician duties, civil air patrol activities or emergency management rescue work during a fire, flood, hurricane or other disaster, may be granted leave with pay. Certified Red Cross disaster relief volunteers may be granted leave with pay to perform disaster relief work for the Red Cross during a state of emergency declared by the Governor.

b. Volunteer participation in fire fighting activities, emergency medical technician activities, civil air patrol activities, emergency management rescue work or disaster relief work for the Red Cross shall require the prior approval of the agency head. Employees absent from work for reasons under Subsection a. of this Section shall be required to obtain a written statement from the fire company, forest unit, emergency management agency, or other organization with which they served, certifying as to their activities during the period of absence.

ARTICLE 15  
ANNUAL LEAVE

Section 1. a. Employees shall be eligible for annual leave after 30 calendar days of service with the Employer in accordance with the following schedule:

**Leave Service Credit  
(Includes all periods of  
Commonwealth Service)**

**Maximum Annual Leave  
Entitlement Per Year**

Up to 3 Years:

Annual Leave will be  
Earned at the rate of  
4.24% of all Regular  
Hours Paid

37.5 Hr. Workweek: 82.5 Hrs. (11 days)  
40 Hr. Workweek: 88 Hrs. (11 days)

Over 3 Years to 15 Years Inclusive:

Annual Leave will be  
Earned at the rate of  
7.32% of all Regular  
Hours Paid

37.5 Hr. Workweek: 142.5 Hrs. (19 days)  
40 Hr. Workweek: 152 Hrs. (19 days)

Over 15 Years:

Annual Leave will be  
Earned at the rate of  
9.24% of all Regular  
Hours Paid

37.5 Hr. Workweek: 180 Hrs. (24 days)  
40 Hr. Workweek: 192 Hrs. (24 days)

b. Employees hired before July 1, 2011 with over 25 years of Commonwealth service are eligible to earn annual leave in accordance with the following schedule.

Over 25 Years:

Annual Leave will be  
Earned at the rate of  
11.55% of all Regular  
Hours Paid

37.5 Hr. Workweek: 225 Hrs. (30 days)  
40 Hr. Workweek: 240 Hrs. (30 days)

c. Regular Hours Paid as used in this Article include all hours paid except overtime.

d. Employees on the 26.08 pay period pay schedule shall be credited with a year of service for each 26.08 pay periods completed in an active pay status, provided they were paid a minimum of one hour in each pay period. Employees on the 22 pay period pay schedule shall be credited with a year of service for each 22 pay periods completed in an active pay status, provided they were paid a minimum of one hour in each pay period.

e. Employees may be eligible for up to one additional annual leave day to be earned at the beginning of the next leave calendar year provided the requirements of Article 10, Section 10 are met.

Section 2. Annual leave pay shall be the employee's regular straight time rate of pay in effect for the employee's regular classification.

Section 3. Annual leave shall be scheduled and granted for periods of time requested by the employee subject to management's responsibility to maintain efficient operations. If the nature of the work makes it necessary to limit the number of employees on annual leave at the same time the employee with the greatest seniority as it relates to total years of continuous service with the Employer at the particular correctional institution shall be given a choice of vacation periods in the event of any conflict in selection.

Requests for three or more consecutive annual days shall be submitted more than two weeks in advance of the first leave day requested.

Requests for emergency annual leave will be entertained at any time with the understanding that an employee may be required to substantiate the emergency nature of the request. In order to request emergency annual leave, employees must notify their supervisor. If their supervisor is not available, the employee may call the institution Control Center and leave a message for their supervisor.

Section 4. If a holiday occurs during the workweek in which annual leave is taken by an employee, the holiday shall not be charged to annual leave.

Section 5. Employees who become ill during their annual leave will not be charged annual leave for the period of illness provided satisfactory proof of such illness is furnished to the Employer upon return to work.

Section 6. Employees separated from the service of the Employer for any reason prior to taking their annual leave, shall be compensated in a lump sum for the unused annual they have accumulated up to the time of separation. Effective as soon as practically possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All employees who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the employee's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall

be paid to the employee in cash. Amounts in excess of the maximum allowable amount will be paid to the employee in cash.

Section 7. Unused annual leave shall be carried over from one calendar year to the next provided that in no case shall the amount thus carried over exceed 45 days (337.5 or 360 hours). However, employees will be permitted to carry over annual leave in excess of the forty-five day limit into the first seven (7) pay periods of the next calendar year. Any days carried over in accordance with this Section which are not scheduled and used during the first seven (7) pay periods of the next calendar year will be converted to sick leave, subject to the 300 day limitation contained in Article 10, Section 2. Scheduling of those days carried over shall be in accordance with Section 3 above.

Section 8. Employees on leave without pay to attend official union conventions or conferences in accordance with Article 17, Leave for PSEA Service shall have that time included in regular hours paid for purposes of earning annual leave entitlement and credited service under Section 1 above.

Section 9. Permanent employees who have one or more years of service since their last date of hire may anticipate annual leave to which they become entitled during the then current calendar year unless the Employer has reason to believe that the leave privilege is being abused by an employee. Permanent employees with less than one year of service may, at the Employer's discretion, anticipate up to one day (7.5 or 8.0 hours) of annual leave before it is earned. An employee who is permitted to anticipate such leave and who subsequently terminates employment shall reimburse the Employer for leave used but not earned.

Section 10. An employee who is furloughed and is not employed in another position within 14 calendar days of the effective date of furlough will receive a lump sum payment for all earned, unused annual leave unless the employee requests in writing before the end of the 14 calendar days to freeze all earned, unused annual leave. An employee may subsequently change a decision to freeze the earned, unused annual leave by submitting a written request for a lump sum payment for the annual leave. Payment will be made within 35 days of the date on which the request is received by the Employer, and will be at the rate of pay in effect on the last day of employment prior to the date of furlough.

Section 11. For the purpose of this Article, the calendar year shall be defined as beginning with the employee's first full pay period commencing on or after January 1 and continuing through the end of the employee's pay period that includes December 31.

## ARTICLE 16 MISCELLANEOUS LEAVE WITHOUT PAY

Employees may be granted leave without pay at the sole discretion of the Employer for any reason not to exceed two (2) years which may be extended at the discretion of the Employer up to an additional two (2) year period. Requests shall be submitted to the Institutional Superintendent.

ARTICLE 17  
LEAVE FOR PSEA SERVICE

Employees who are elected or appointed full-time officials or representatives of PSEA shall, at the written request of the employee, be granted leaves without pay for the maximum term of office, not to exceed three (3) years. Requests for such leave must be submitted sixty (60) days prior to the start of such leave. In no event shall more than one employee from any one institution be on such leave at any one time.

Association officials or elected delegates shall be granted up to six (6) weeks leave without pay each year without loss of seniority credit where such time is necessary to enable them to attend official Association conferences or conventions.

ARTICLE 18  
TRAVEL TIME

Employees who are required to attend out-service or in-service training approved by the Department of Corrections, shall receive at the Department of Corrections' discretion, either compensation which is equivalent to their base pay or compensatory time off that is, equivalent to reasonable time the employee spent traveling to and from the required training.

Out-service/in-service training refers to training sessions, conferences, workshops, or seminars which are approved by the Department of Corrections.

Travels not in conjunction with out-service or in-service training will be compensated in accordance with the Department of Corrections policy.

Travel time will be paid for only the reasonable time the employee spends traveling outside of the employees' normal hours of work and shall not include layover time. Time spent in travel during the employees' normal hours of work will be considered hours worked.

All time spent in travel outside of the employees' normal hours of work will be paid at the straight time rate for teachers and at the appropriate rate for Corrections Activities Specialists.

ARTICLE 19  
VACANCIES AND TRANSFERS

Section 1. The Employer agrees to post any vacancies fifteen (15) calendar days prior to the filling of such vacancies unless an emergency requires a lesser period of time. The posting shall contain a description of the position, duties involved, yearly salary, institution where the position is located, and the appropriate person to whom applications should be submitted.

Section 2. The selection of personnel to fill any vacancy shall remain a right and prerogative of the Employer.

An employee in this bargaining unit may apply in writing for any vacancy posted in accordance with Section 1. Employees in this bargaining unit who apply, in writing, shall be considered along with all other applicants. If the Employer decides to fill the vacancy with an employee in this bargaining unit, existing full-time bargaining unit employees within the appropriate seniority unit whose last performance evaluation was at least an overall satisfactory rating, and who have not had discipline in the last 12 months, who are applicants, shall get to fill the vacancy.

Section 3. Transfer shall be defined as a change in assignment, grade level, subject matter, or work site within an institution. Transfers shall only be made after consultation with the employee or employees involved. Employees may request an intra-institutional transfer by submitting such request, in writing, to their immediate supervisor. Employees may request an inter-institutional transfer by submitting such request, in writing, to the Superintendent of the requested institution with a copy to the Superintendent of the current institution and the Bureau of Correction Education. Approval of such requests for transfer shall be at the sole discretion of the Employer.

Section 4. Inter-institution permanent transfers shall be made only by agreement between the Employer and the employee.

ARTICLE 20  
MEET AND DISCUSS COMMITTEE

Committees composed of representatives of the Association and the Employer are to be established to resolve problems dealing with the implementation of this Agreement and to discuss other problems of mutual concern that may arise.

ARTICLE 21  
HEALTH BENEFITS

Section 1. Pennsylvania Employees Benefit Trust Fund

a. A jointly administered, multi-union, Health and Welfare Fund has been established under the provisions of an Agreement and Declaration of Trust executed by and between the Union and the Employer. This jointly administered Fund is known as the Pennsylvania Employees Benefit Trust Fund (hereinafter Fund or PEBTF). The Fund shall conform to all existing and future Federal and Commonwealth statutes applicable to and controlling such Health and Welfare Fund. Said Agreement and Declaration of Trust shall provide for equal representation on the Board of Trustees appointed by the Unions and the Employer. In addition, the Agreement and Declaration of Trust will allow the Fund to provide benefits to management level and retired employees, as well as employees represented by other unions and other employers in the Commonwealth of Pennsylvania.

b. The Board of Trustees of the Fund shall determine in their discretion and within the terms of this Agreement and the Agreement and Declaration of Trust the extent and level of medical plan benefits, supplemental benefits and other benefits to be extended by the Fund.

c. The Employer shall contribute to the Fund the amounts indicated below on behalf of each permanent full-time employee eligible for benefits and covered by this Agreement effective on the first pay date in July as specified below:

July 2019 – June 2020	\$486 biweekly per employee
July 2020 – June 2021	\$502 biweekly per employee
July 2021 – June 2022	\$519 biweekly per employee
July 2022 – June 2023	\$536 biweekly per employee

The contributions for permanent part-time employees, who are eligible for benefits and expected to be in an active pay status at least 50% of the time every pay period, will be 50% of the above referenced rates.

d. The Fund shall maintain a reserve sufficient to pay on a cash basis the three (3) next succeeding months of projected claims and expenses. Reserve is calculated as the ending fund balance, meaning the net amount of funds on hand as of the close of any given month. Fund revenues are to be adjusted to reflect the relevant cash amounts that should have been or are to be received or collected by the Fund under the agreement. Fund expenses are to be adjusted for any expense which should have been paid for the period. At each bi-monthly meeting of the Board of Trustees, the Fund’s actuary will present their financial projection to the Finance Committee including a report that will show the projected reserve level at the end of the succeeding 24 months, or through the end of the current agreement if this latter period is less than 24 months. The report will concisely state the assumptions and factors used in making these projections.

The report will be available to all trustees of the Fund. If the average amount of the projected reserve for any future quarter (e.g. July-September) is less than a three (3) month reserve as defined above, the actions below will be triggered:

1. The first day of the quarter during which the average reserve would be less than three (3) months will be considered the “target date” for additional funding;
2. At least six (6) months prior to the target date, the Fund’s actuary will review the projection and confirm that a funding adjustment is needed and the amount of such adjustment. If the need for a funding adjustment occurs in the first nine (9) months, this subparagraph shall not apply;
3. Should the Commonwealth not dispute the finding by the Fund’s actuary that an adjustment is necessary, the Commonwealth will implement the funding adjustment at least ten (10) calendar days prior to the target date.

4. If either the Chairman of the Board, Secretary of the Board, any four (4) management or any four (4) union Trustees of the Board dispute the findings of Fund's actuary, the Chairman and the Secretary of the Board of Trustees will select a neutral actuary within five (5) business days to resolve the dispute and will forward their respective positions and any supporting documentation to the neutral actuary within five (5) business days of such selection. The neutral actuary may communicate and ask questions of the Fund's actuary provided, however, if such communications occur, the Finance Committee will have access to the discussions.
5. The neutral actuary shall render a decision within 30 calendar days of the receipt of said positions/documentation, which decision will be final and binding on the parties and must be implemented within ten (10) business days of its receipt by the parties.
6. The adjustment must be sufficiently large so as to restore the size of the reserve to a minimum of three months within 30 days following the target date.
7. Once the reserve exceeds the three (3) month equivalent, the contribution rate shall be reduced to the amount provided under this Section unless the parties agree that a new rate is necessary to maintain a three (3) month reserve.
8. It is understood and agreed to by the parties that the process outlined above is designed to ensure adequate funding for the PEBTF and not intended to place the financial status of the Fund in jeopardy.

e. The Employer shall make aggregate payments of Employer contributions together with an itemized statement to the Fund within one month from the end of the month in which the contributions were collected.

f. All benefits extended by the Fund must be designed to be excludable from the "regular rate" definition of the Fair Labor Standards Act, unless hereinafter required by federal law to be included.

g. No dispute over eligibility for benefits or over a claim for any benefits extended by the Fund shall be subject to the grievance procedure established in any collective bargaining agreement, except as otherwise specifically provided within this Article.

h. It is expressly agreed and understood that the Employer does not accept, nor is the Employer to be hereby charged with any responsibility in any manner connected with the determination of liability to any employee claiming any of the benefits extended by the Fund. It is expressly agreed that the Employer's liability, in any and every event, with respect to benefits extended by the Fund shall be limited to the contributions indicated under Subsections c. and d. above.

Section 2. The provisions of Sections 3 through 7 shall be modified to the extent the medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund and/or the Retired Employees Health Program are modified for current and/or future employees and

annuitants as provided for in Section 1 (employees) and/or Section 6 (annuitants) of this Article, respectively.

Section 3. The Fund shall continue to provide each permanent full-time active employee medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund. In addition, it shall provide dependency coverage where the dependents of the employee qualify. The Fund shall continue to provide permanent part-time employees who are expected to be in active pay status at least 50% of the time every pay period medical plan benefits, supplemental benefits and other benefits as determined and extended by the Fund. In addition, it shall provide 50% dependency coverage where the dependents of the employee qualify. Such employees shall contribute an amount determined by the Fund's Trustees toward the cost of coverage. Enrollment and continued coverage in Fund benefits is further subject to the following conditions:

a. Subject to the provisions of Section 3.b., employees will contribute a percentage of their biweekly gross base salary toward the cost of coverage as provided below:

July 2019 - June 2023	2.5%
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Employee contributions shall be effective the first full pay period in July. Biweekly gross base salary as used throughout this Article excludes premium or supplemental payments such as overtime, shift differentials, higher class pay, etc.

b. An employee will be eligible for an Employee Contribution Waiver if the employee and his/her qualifying dependents, as determined by the Trustees, participate in the Get Healthy Program as established from time-to-time by the Fund. In accordance with Section 1.b., the Fund shall be solely responsible for establishing all requirements and conditions of the Get Healthy Program, including rules and policies for the requirements for qualifying for the Employee Contribution Waiver and for making determinations regarding whether an employee and dependents have fulfilled the conditions for such Waiver.

The Employee Contribution Waiver will consist of a waiver of a portion of the employee's required contribution to the cost of health care as a percentage of biweekly gross base salary as follows:

	Waiver <u>Amount</u>	Employee contribution <u>Amount</u>	Employee contribution <u>Amount</u>
July 2019 – June 2023	2.5%	2.5%	5.0%

Employee Contribution Waivers shall be effective the first full pay period in July of the periods specified above.

c. The parties agreed to an evaluation process with respect to the reserve levels of the Fund to determine if an employee contribution is necessary. Under this process, if the Fund's actuary certifies that a three (3) month reserve of projected claims and expenses has been achieved and will be maintained for at least six (6) months, the Trustees will evaluate whether employee cost

sharing for employees hired before August 1, 2003, can be reduced or eliminated, provided that at no time shall any such reduction or elimination of cost sharing result in the reserve being reduced below the three (3) months of total projected claims and expenses. Should the Trustees, after evaluating the employee cost sharing, decide that contributions by employees hired before August 1, 2003 will be reduced or eliminated, the reserve will be reviewed on a six (6) month basis by the Fund's actuary. If the actuary certifies that the amount of the reserve has dropped below the three (3) month level, such contributions will resume immediately at the levels established in this Agreement, without any action on the part of the parties or the PEBTF Board of Trustees. This Subsection shall be read and administered in a manner consistent with Section 1.d. of this Article.

d. (1) For the first six (6) months of employment, the employee will be offered single coverage in the least costly medical plan offered and available in his/her area, with no supplemental benefits. The employee may opt to purchase medical coverage for the employee's qualifying dependents in the same medical plan as the employee, and/or may opt to purchase a more costly plan in the area by paying the difference in cost between the least costly and the more costly plan, in addition to the employee contribution required under Section 3.a.

(2) After completing six (6) months of employment, the employee and his/her qualifying dependents will be eligible for coverage under the Fund's supplemental benefits, and the employee will be permitted to cover his/her qualifying dependents under the least costly medical plan at no additional cost. If a more costly medical plan is selected, the employee will be required to pay the cost difference between the least costly and more costly plan, in addition to the employee contribution required under Section 3.a.

(3) Nothing herein shall be construed to limit the authority of the Board of Trustees to modify or adopt these or other eligibility rules.

e. Only employees who elect to enroll for PEBTF coverage, including those who enroll only for supplemental benefits, are subject to the employee contributions in this Article. An employee who is only enrolled as a spouse of another PEBTF covered employee is not subject to any required employee contributions.

f. Employee contributions under this Article will be paid to the Fund on a biweekly basis as soon as is practicable using the Employer's standard methods for transferring money. The parties intend that these contributions will be submitted in a more accelerated manner than the Employer contributions. Any employee contributions made pursuant to this Article will be made on a pre-tax basis.

Section 4. a. Permanent employees who are granted leave without pay may in accordance with Article 12, 16, 24, or 38 continue to receive benefits as described in those articles and as determined and extended by the Fund.

b. Except as provided in c. below, permanent part-time employees and those permanent full-time employees who are placed on suspension or who are granted leave without pay for any reason other than leave without pay in accordance with the articles specified in a. above for longer

than one full pay period or for longer than the applicable period specified in a. above, will be permitted to continue coverage on a direct pay basis at a rate to be determined by the Fund but no greater than the COBRA rate.

c. Permanent full-time employees and permanent part-time employees who are employed on a 22 pay period schedule and have an expectation of year to year employment with the Employer will continue to receive benefits under the Fund for the period of leave without pay between the completion of their 22 pay period work schedule and the beginning of the subsequent 22 pay period work schedule subject to the criteria in Section 1 above. If the leave extends beyond the regular leave period, employees will be permitted to continue coverage on a direct pay basis at a rate to be determined by the Fund but no greater than the COBRA rate.

d. The Employer shall continue to make full contributions to the Fund for permanent full-time employees for the period of time for which they are entitled to benefits under Subsection a. or c. and 50% contributions for permanent part-time employees for the period of time for which they are entitled to benefits under Subsection a. or c.

e. The continuation of benefits under this Section is subject to the employee's payment of any required employee contribution under Section 3.

#### Section 5. Spousal Eligibility

a. For employees hired on or after August 1, 2003: If the spouse of an employee is covered by any PEBTF health care plan, and he/she is eligible for coverage under another employer's plan(s), the spouse shall be required to enroll in each such plan, which shall be the spouse's primary coverage, as a condition of the spouse's eligibility for coverage by the PEBTF plan(s), without regard to whether the spouse's plan requires cost sharing or to whether the spouse's employer offers an incentive to the spouse not to enroll.

b. For employees hired before August 1, 2003: Effective October 1, 2003, if the spouse of an employee covered by any PEBTF health plan also is eligible for coverage under another employer's plan(s), the spouse shall be required to enroll in each such plan, provided that the plan in question does not require an employee contribution by the spouse or the spouse's employer does not offer an incentive to the spouse not to enroll. Once covered by another employer's plan, that plan will be the spouse's primary coverage, and the PEBTF plan will be secondary.

c. Nothing herein shall be construed to limit the authority of the Board of Trustees to modify or adopt these or other spousal eligibility rules.

Section 6. a. The Employer shall allow each individual who was eligible as an active employee under the Fund's health benefits plan to elect coverage upon retirement under the Retired Employees Health Program (hereinafter REHP). In addition, dependency coverage shall be allowed where the dependents of the annuitant qualify under such Program.

b. Employees who retire on or after July 1, 2007, and who elect REHP coverage, shall be eligible for the medical and prescription benefits in effect for active employees, provided that the Employer will modify the REHP plan of benefits from time-to-time to conform to the medical and prescription benefits in effect for the active employees. Annuitants who are eligible for Medicare will participate in Medicare medical and prescription plans, and those annuitants who are eligible to enroll in Medicare Part B will not receive benefits through the REHP for benefits which are provided by Medicare Part B. It is understood that the REHP plan of benefits may be amended or modified by the Employer from time-to-time.

c. Employees who retire on or after July 1, 2007, and elect REHP coverage shall be required to contribute to the cost of coverage. The annual retiree contribution rate shall be a percentage of the employee's final annual gross salary at the time of retirement from State service equal to the active employee contribution rate in effect on the date of retirement and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate.

The annual retiree contribution rate during the term of this agreement for employees who retire on or after July 1, 2011 shall be three percent (3%) of the employee's final average salary at the time of retirement, as determined by the methodology utilized by the State Employees' Retirement System to calculate pension benefits, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate. The methodology utilized by the State Employees' Retirement System to calculate pension benefits will also be applied to determine the annual retiree contribution rate for employees who retired on or after July 1, 2007 through June 30, 2011 in those situations where said methodology results in a lower retiree contribution rate than results from the use of final gross annual salary; in situations where use of final gross annual salary yields a lower contribution rate for such former employees, it shall continue to be used. Further, the annual retiree contribution rate for all present and future Medicare eligible retirees who have a contribution rate of three percent (3%) will be reduced to one and-one-half percent (1.5%) of the appropriate base (final gross annual salary or final average salary) when a retiree becomes eligible for Medicare coverage, and will be payable monthly at the rate of one-twelfth of the annual retiree contribution rate.

d. The REHP is developed and administered in a cost effective and beneficial manner by the Fund, subject only to the prior approval of the Office of Administration and in accordance with the terms and conditions of the REHP Participation Agreement between the Employer and the Fund.

e. The Employer shall continue to pay the cost of coverage, subject to the required retiree contribution rates, for annuitants who retire under (1), (2), (3), (4) or (5) below and who have elected REHP coverage:

(1) Retirement at or after superannuation age with at least 15 years of credited service (20 years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems, except that

(a) an employee who leaves State employment prior to superannuation age and subsequently retires at or after superannuation age must have 25 years of credited service in the State and/or Public School Retirement Systems,

(b) an employee who is furloughed prior to superannuation age and subsequently retires at or after superannuation age during the recall period must have 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems,

(c) an employee who leaves State employment prior to superannuation age and is subsequently rehired and then retires at or after superannuation age must have 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the employee returns during the recall period, this three year requirement will not apply. If the employee had qualified, other than through disability retirement, for Employer paid coverage in the REHP prior to the most recent rehire period, this three year requirement will not apply,

(d) an employee who leaves State employment subsequent to superannuation age and is subsequently rehired and then retires must have 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the employee returns during the recall period, this three year requirement will not apply. If the employee had qualified, other than through disability retirement, for Employer paid coverage in the REHP prior to the most recent rehire period, this three year requirement will not apply.

(2) Disability retirement, which requires at least five years of credited service in the State and/or Public School Retirement Systems, except that, if an employee had previously qualified based on an approved disability retirement, then returns and retires under a normal or early retirement, he or she must retire at or after superannuation age with 15 or more years of credited service (20 or more years of credited service if retired on or after July 1, 2008) in the State and/or Public School Retirement Systems, or 25 years of credited service in the State and/or Public School Retirement Systems or

(3) Other retirement with at least 25 years of credited service in the State and/or Public School Retirement Systems, except that an employee who leaves State employment, is subsequently rehired and retires must have at least 25 years of credited service in the State and/or Public Schools Retirement Systems with at least three years of credited service from the most recent date of reemployment. However, if the departure from State employment was due to furlough and the employee returns during the recall period, this three year requirement will not apply. If the employee had qualified, other than through disability retirement, for Employer paid coverage in the REHP prior to the most recent rehire period, this three year requirement will not apply.

(4) All employees who had at least 15 years of credited service as of June 30, 2008, or who had 13 years of credited service and were within one year of superannuation age as of June 30, 2008, whether it had been purchased as of that date or was eligible to be purchased as of that date, shall be eligible to elect REHP coverage upon reaching superannuation age with 15 years of credited service rather than 20. The three-year rehire rule will not apply to such employees.

(5) For purposes of eligibility for REHP coverage under this Section, credited service earned on or after July 1, 2007, will be limited to service as a Commonwealth employee which otherwise counts as credited service under the State and/or Public School Retirement, TIAA-CREF or other approved retirement systems' rules in effect from time to time. Employees hired on or after July 1, 2007 who have earned credited service under the State and/or Public School Retirement, TIAA-CREF or other approved retirement systems' rules with another employer will not have that service counted for purposes of eligibility for REHP coverage, unless they were employed by the Commonwealth prior to July 1, 2007. If it is determined by the State and/or Public School Retirement Systems that a Commonwealth employee is eligible for additional credited service for military service, such credited service will be included in the determination of eligibility for REHP coverage. The phrase "Commonwealth employee" shall be limited to service earned through an employing agency eligible to participate in the Commonwealth's Life Insurance Program.

Section 7. When an employee dies as a result of a work-related accident, the Fund shall continue to provide medical plan benefits and supplemental benefits, as determined and extended by the Fund, to the spouse and eligible dependents of the employee until the spouse remarries or becomes eligible for coverage under another employer's health plan. Annual certification of non-coverage will be required.

The medical plan benefits and supplemental benefits will be converted to the REHP at the time when the employee would have reached superannuation age.

Section 8. The parties will evaluate the health plans offered under the Fund, and take action as necessary, in order to ensure that a tax and/or penalty is not assessed against the Commonwealth pursuant to the Affordable Health Care Act as a result of the impact upon employees of any such plans.

Section 9. The Commonwealth is committed to implementing a Flexible Spending Account (FSA) program for qualified employee health care expenses no later than January 1, 2021.

## ARTICLE 22 LIFE INSURANCE

Section 1. The Employer shall continue to assume the entire cost of the insurance coverage for eligible employees as set forth in the currently existing life insurance plan as modified by Section 2. The amount of insurance is based on the employee's annual pay rate in effect on the preceding January 1, rounded to the nearest \$1,000, but not to exceed \$40,000. The amount will be reduced to 65% on the date the insured individual reaches age 70, and the amount will be reduced to 50% on the date the insured individual reaches age 75.

Section 2. a. Permanent employees who are granted leave without pay in accordance with Article 12, 16, 24, and 38 will continue to receive 100% State-paid coverage under the current life insurance plan as described in those articles. When the entitlements to benefits end under those articles, employees may continue in the life insurance program by paying the entire premium.

Coverage may continue for up to a total of one year, including both leave with benefits and leave without benefits.

b. Except as provided in c. below, those permanent employees who are placed on suspension or who are granted leave without pay for any reason other than leave without pay in accordance with the articles specified in a. above for longer than 91 calendar days may remain in the program for up to one year by paying the entire premium.

c. Permanent employees employed on a 22 pay period work schedule who have an expectation of continued employment will continue to receive 100% state paid coverage for the period they are placed on leave of absence without pay between successive 22 pay period work schedules. If the leave extends beyond the regular leave period, employees may remain in the program for up to one year by paying the entire premium.

Section 3. The Employer shall continue to provide each employee who is covered under the currently existing life insurance plan with fully paid accidental death benefits for work-related accidental deaths. The amount of coverage is \$25,000, unless the surviving spouse or minor children are entitled to benefits under Act 101 of 1976.

Section 4. The Employer agrees that the employees in the bargaining unit are covered by Act 101 of 1976 and Act 632/534 and are eligible for the benefits provided by the aforesaid Acts.

### ARTICLE 23 UNEMPLOYMENT COMPENSATION

Employees shall be eligible for unemployment compensation benefits as provided by law.

### ARTICLE 24 WORK-RELATED INJURIES

Section 1. a. An employee who sustains a work-related injury, during the period of this Agreement as the result of which the employee is disabled, if so determined by a decision issued under the operation of the Workers' Compensation Program, shall be entitled to use accumulated sick, annual leave or injury leave without pay. While using accumulated leave, the employee will be paid a supplement to workers' compensation of full pay reduced by an amount that yields a net pay, including workers' compensation and social security disability benefits, that is equal to the employee's net pay immediately prior to the injury. Net pay prior to injury is defined as gross base pay minus federal, state, and local withholding, unemployment compensation tax, social security and retirement contributions. One full day of accumulated leave (7.5 or 8 hours as appropriate) will be charged for each day the supplement is paid. Accumulated leave and injury leave without pay may be used for an aggregate of nine (9) months (274 calendar days) or for the duration of the disability, whichever is the lesser, except that, if only accumulated leave is used, it may be used beyond nine (9) months (274 calendar days) until exhausted or until the disability ceases, whichever occurs sooner. In no case,

however, will the aggregate of nine (9) months (274 calendar days) extend beyond three years from the date the injury occurred. If no leave is available under this Section, the provisions of Section 11 may apply.

The employee election to use or not use accumulated leave under this Section cannot be changed more than once.

b. State-paid coverage for life insurance and state payments toward coverage for health benefits as provided in Articles 21 and 22 will continue for the period of time that the employee is on leave under Sections 1.a. and 11 and for the first 13 weeks (91 calendar days) after leave under Section 1.a. expires if the employee remains disabled, provided that the employee's right of return under Section 6 has not expired.

Section 2. An employee who works a reduced number of hours (part-time) due to partial disability may use leave in accordance with Section 1.a. Pay for accumulated leave used will be calculated in accordance with Section 1.a., based on the net amount of lost earnings.

Section 3. Retirement credited service for the period of time that the employee is using leave under this Article, shall be determined in accordance with the State Employees' Retirement Code.

Section 4. At the expiration of the leave under Section 1.a., if an employee continues to receive workers' compensation, the employee will be placed on leave without pay in accordance with Section 6 below.

Section 5. An employee is required to refund to the Employer the amount of any overpayment. In no case shall an employee be entitled to full pay and workers' compensation and/or social security for the same period. The Employer shall recover any amount in excess of the paid supplement to workers' compensation as described in Section 1. Failure to apply for or report social security or other applicable disability benefits to the Employer will result in the termination of the leave under Section 1.

Section 6. An employee has the right to return to a position in the same or equivalent classification held before being disabled, for a period of up to three years from the date the injury occurred provided the employee is fully capable of performing the duties of that position, subject to the furlough provisions of Article 27, Seniority. This guarantee expires if the disability ceases prior to the expiration of the three year period and the employee does not return to work immediately or if the employee retires or otherwise terminates employment. During the period of time between the end of the leave under Section 1.a. or Section 11, where applicable and the end of the guarantee in this Section, the employee will be on leave without pay.

Disabled employees receiving workers' compensation will be notified 90 days prior to the expiration of the three year period. The notification will include information concerning the employee's right to apply for disability retirement, if eligible. If the employee does not receive 90 days notice, the employee's right to return will not be extended. However, the leave without pay will

be extended for 90 days from the date of notification to enable the employee, if eligible, to apply for disability retirement.

Section 7. The compensation for disability retirement arising out of work-related injuries shall be in accordance with the State Employees' Retirement Code.

Section 8. An employee who sustains a work-related injury, if so determined by a decision issued under the operation of the Workers' Compensation Program, may use sick or annual leave for the purpose of continued medical treatment of the work-related injury in accordance with Articles 10 and 15. If no paid leave is available, an employee may use leave without pay. Each absence shall not exceed one work shift or the minimum amount of time necessary to obtain the medical treatment. Employees shall make reasonable efforts to schedule medical appointments during non-work hours or at times that will minimize absence from work. Verification of the length of the medical appointment may be required. This Section is not applicable to any absence for which workers' compensation is payable. When workers' compensation is payable, the provisions of Section 1 shall apply.

Section 9. The Commonwealth agrees to the use of modified duty where the employee is able to work only in a limited capacity and the prognosis for the injury indicates that the employee will be able to resume all of the duties of the employee's classification in a reasonable period of time. The Employer may terminate a modified duty assignment when it becomes apparent that the employee will not be able to resume the full duties of the employee's classification within a reasonable period of time. Modified duty which is not teaching or teaching related will not be performed on cell blocks, guard towers, kitchens or farms. This shall not be interpreted to preclude the assignment of a Corrections Activities Specialist to duties or to an area or location in which such employees have traditionally performed work.

Under the modified duty concept, the employee will be retained without loss of pay or status. The Employer may assign the employee duties outside their classification and bargaining unit and/or outside their previously assigned shift. To facilitate the implementation of modified duty assignments, schedule and assignment changes may be implemented as soon as practicable. If the employee is unable to resume all of the duties of the employee's classification within a one year period of time, the employee may request a demotion to an appropriate classification, taking into account the duties and responsibilities the employee is capable of performing and subject to the protections afforded by Federal and State Statutes. If no request is made during the above one year time period, the employee will be terminated.

Section 10. Sections 1 through 9, 11 and 15 of this Article shall not be applicable to employees whose injuries are within the scope of either Act 193 of 1935, P.L. 477, as amended, or Act 632 of 1959, P.L. 1718, as amended. If an employee retires under TIAA-CREF, benefits under this Article shall cease.

Section 11. An employee who is disabled due to a recurrence of a work-related injury after three years from the date the injury occurred, or before three years if the leave entitlement in Section 1 has been depleted, shall be entitled to use accumulated leave and injury leave without pay while disabled

for a period of up to 12 weeks. To be eligible to use injury leave without pay, the employee must have been at work at least 1250 hours within the previous 12 months. The 12 week period will be reduced by any other leave used within the previous 12 months that was designated as leave under the provisions of the Family and Medical Leave Act. If only accumulated leave is used, it may be used beyond 12 weeks until exhausted or until the disability ceases, whichever occurs sooner. While using accumulated leave, the leave will be charged and paid in accordance with Section 1.a.

Section 12. It is understood by both parties that the provisions of this Article are consistent with the Family and Medical Leave Act of 1993, USC Section 2601 et seq. and that leave granted in accordance with Sections 1.a. and 11 shall be designated as leave under the provisions of the Act.

Section 13. It is understood by both parties that the provisions of this Article are consistent with the Americans with Disabilities Act.

Section 14. The provisions of this Article shall apply to permanent full-time employees who are injured while working as an Intermittent Wage employee.

Section 15. Should the Patient Protection and Affordable Care Act of 2010, 42 USC, § 18001 *et seq.* or its regulations be modified or interpreted to not provide an additional 91 calendar days of benefits, as described in Section 1.b. of this Article, it is agreed that the health and life insurance entitlements outlined in this Article will not be diminished.

## ARTICLE 25 PROFESSIONAL EDUCATION PROGRAM

Section 1. The Employer and the Association recognize the need for a Professional Education Program that can be made available on an equitable basis to all permanent employees in the unit.

Section 2. After completion of the probationary period, any full-time permanent employee in this bargaining unit may apply for up to three (3) professional business/education days as defined in Section 3 below. Permanent part-time employees who are scheduled to work at least 50% time shall be eligible to apply for professional business/education days as defined in Section 3 below on a pro-rata basis. The granting of a professional business/education day shall be at the sole discretion of the Employer.

Application for professional business/education days must be sent to and received by the Director of the Bureau of Correction Education at least thirty (30) calendar days in advance of the anticipated date to be considered. A copy of the application shall be forwarded to the Principal or the employee's immediate supervisor, as applicable. The Bureau of Correction Education shall provide a response to the employee's application within twenty (20) workdays after its submission.

The three (3) professional business/education days shall be requested for the purpose of attending out-service training.

Section 3. Professional business/education days shall be used for the purpose of:

- (a) Visitations to view other instructional techniques or programs.
- (b) Conventions, conferences, workshops, seminars and/or courses conducted by colleges, universities, or professional associations or to visit other schools.
- (c) Self-initiated conferences.

Attendance at the following will not be considered professional business/education days as defined in this Section and will not require the use of self-initiated funds referenced in Section 6 of this Article:

- (1) Bureau of Correction Education sponsored training.
- (2) Regional Assessment Support Team (RAST) training specifically approved by the Bureau of Correction Education.
- (3) Department of Corrections training approved by the Bureau of Correction Education.
- (4) Training required by any federal or state grant or contract and approved by the Bureau of Correction Education.

Section 4. Professional business/education days are not applicable to organization or preparation for collective bargaining or any business of the Association that deals with collective bargaining.

Section 5. It is understood that the granting of professional business/education days does not include approval of payment of associated fees, expenses and/or travel expenses.

Section 6. After completion of the probationary period, each employee in this bargaining unit may apply for reimbursement up to a maximum of \$300 per fiscal year for professional business/education days. The \$300 may be used for excess tuition, if the excess tuition exceeds the published state university cost per graduate credit, but may not be used to pay any fees, books or mileage related to participation in college or university courses.

Section 7. The Employer agrees to establish a \$171,000 per fiscal year tuition reimbursement fund to reimburse permanent employees in this bargaining unit who work in the Department of Corrections institutions and are involved in programs for the successful completion of accredited academic or vocational courses which would enable professional employees to maintain or improve skills required in performing their current job duties. This fund also reimburses vocational instructors moving to vocational 1 level.

The Employer will provide quarterly reports regarding the tuition reimbursement fund that include the following: number of credits approved for the quarter, amounts paid out for tuition reimbursement purposes for CIVEA bargaining unit members for the quarter, and the remaining

balance in the tuition reimbursement fund for the current fiscal year. This report will be provided to the PSEA UniServ Representative via email no later than the end of the month after each fiscal quarter end – October 31<sup>st</sup> for fiscal quarter ending September 30<sup>th</sup>, January 31<sup>st</sup>, for fiscal quarter ending December 31<sup>st</sup>, April 30<sup>th</sup> for fiscal quarter ending March 31<sup>st</sup>, and July 31<sup>st</sup> for fiscal quarter ending June 30<sup>th</sup>.

Correspondence courses are not reimbursable. Video, telecommunication and online courses provided by colleges or universities, which are accredited by Middle States or its other regional equivalents, where there is ongoing interaction during the course, are reimbursable.

Section 8. Tuition reimbursement requests will be approved in the following manner:

- a. The reimbursement rate will be the prevailing per credit rate charged by the Graduate Schools in the State System of Higher Education.
- b. Reimbursement will be made for courses which are approved in advance by the Employer and will be in accordance with procedures established through the Directives Management System. The Employer will respond to requests for approval of courses at the local level within 30 working days.
- c. Reimbursement will be contingent upon successful completion of the course (attainment of the grade of “B” or better). Employees who terminate employment before the end of a course will not be eligible for reimbursement.
- d. The Employer shall accept applications for tuition reimbursement based on the criteria set forth above until such time as the fund set aside for this purpose is depleted. In the event the entire amount budgeted for tuition reimbursement is not used for this purpose in any contract year, re-allocation of these funds shall be at the sole discretion of the Employer.
- e. Professional business/education days as outlined above may be used by an employee in hourly increments (to a total of 22.5 hours) each year to allow an employee's attendance at a college course for which tuition reimbursement has been approved. The use of professional business/education days for this purpose is subject to prior approval and management's ability to maintain efficient operations and provided that an alternate work schedule could not be arranged.
- f. Such employee shall, in the first instance, be reimbursed for no more than six credits per fiscal year. If any tuition reimbursement funds are still available in either fund after January 15, the Employer may make additional reimbursements to employees covered by either fund up to a total of twelve credits per employee, provided that credits were pre-approved in accordance with a., b., c., and d. above.

Section 9. Employees in this bargaining unit are covered by the provisions of Management Directive 535.3, Out-Service Training in accordance with the side letter between the parties dated April 7, 2005 (updated March 20, 2009) (Appendix O).

Section 10. The Employer will provide appropriate training and notification about the application process and forms used for the Professional Education Program. Before changing or amending the application process and/or the forms associated with the process; the Employer will provide two weeks' notice regarding the changes and the timeframe for implementation.

## ARTICLE 26 TRAVEL EXPENSES

Section 1. Travel expenses shall be paid in accordance with the Commonwealth's Travel Expense Regulations. The mileage allowance shall be the General Services Administration rate. With the implementation of Concur software, meal and incidental expenses incurred during overnight travel shall be reimbursed up to the GSA meals and incidentals rate established for the applicable travel destination. Should the GSA change either the privately-owned vehicle mileage reimbursement rates or the meals and incidentals rates, or should the GSA change the methodology used to calculate these rates, the allowances for employee under this Agreement shall be adjusted accordingly on the effective date of the GSA change.

Employees may submit no more than one travel expense report per work week. Multiple trips may be entered into an individual expense report.

Section 2. Employees who are required by the Employer to travel at least 15 miles from their normal work site as measured by the shortest regularly traveled route and whose work assignment requires that they remain away from said normal work site during their normal lunch period shall be reimbursed for out-of-pocket lunch expenses not to exceed \$4.75, including sales tax. These allowances for subsistence require no receipts or other accounting. However, they are not flat allowances and only amounts actually expended may be claimed.

## ARTICLE 27 SENIORITY

Section 1. Employees shall begin to accrue bargaining unit seniority as of their most recent date of hire into a classification included within this bargaining unit.

Section 2. Whenever the Employer determines that a furlough is necessary, the Employer will identify by class title the number of positions to be abolished at each institution. The Employer will then identify for furlough the employee(s) in the designated class title at the designated institution with the least amount of bargaining unit seniority, provided the remaining employees have the necessary qualifications, training and ability to teach the remaining courses or perform the remaining duties.

Employees subject to furlough may bump the employee whose duties and responsibilities the furloughed employee is qualified and/or trained to perform and who possesses the least amount of bargaining unit seniority in the same classification at the Department of Corrections institution within the same seniority unit (see Appendix L). The least senior employee will then be furloughed, provided the remaining employees have the necessary qualifications, training and ability to teach the remaining courses or perform the remaining duties.

Section 3. a. The Employer shall establish a recall list by class title in the inverse order of furlough. Employees on such a recall list shall have rights to a position in the classification from which they were furloughed for a period of three years from the date of furlough provided they have the necessary qualifications, training and ability. If an employee refuses an offer of recall, the employee shall forfeit all recall rights provided for in this Subsection except for those situations where an employee has a contractual arrangement with a school district which requires notice before terminating employment. In such case, the employee shall not forfeit recall rights if the employee is unable to accept recall due to the contractual arrangement.

b. In addition, if an employee is furloughed, the Employer will attempt to place the employee in a budgeted, available uncommitted vacancy in the classification from which the employee was furloughed provided the employee has the necessary qualifications, training and ability. Such placement rights shall be to any correctional institution which utilizes employees covered by this Agreement and shall apply for a period of six months from the date of furlough. Employees will be offered placement in one vacant position. If an employee declines the offer of placement, the employee's rights under this Subsection shall cease. The furloughed employee shall retain recall rights as provided for in Subsection a. above.

Section 4. In making shift and work schedule assignments for Corrections Activities Specialists, preference shall be granted on a seniority basis unless the Employer feels it is necessary to assign otherwise in order to protect the efficiency of the operation.

Section 5. In making shift/schedule or work assignments for education positions, preference shall be granted to bidding employees on a seniority basis within the posting institution, unless the senior bidding employee does not meet the minimum civil service specifications for the position or has had an overall unsatisfactory evaluation in the last 12 months. Employees must indicate their desire to bid within five working days of the posting. In the event that no members of the education staff indicate a desire to change the shift/schedule or work assignment, the least senior employee qualified for the position shall be assigned to the shift/schedule or work assignment, unless the least senior employee is qualified for multiple positions, in which case, the employee will not be moved out of the classification the employee currently holds.

The above procedures shall be followed unless the employer indicates it is necessary to assign otherwise in order to protect the efficiency of the operation. A request for Meet and Discuss by the CIVEA President shall be accommodated prior to the implementation of the new shift/schedule or work assignment.

Section 6. For the purpose of furlough, eight statewide officers and one Association representative per institution will have superseniority. The Association shall provide the Employer, by September 15 of each year, a list of all employees who have been granted superseniority in accordance with the provisions of this Section. The list shall contain the employee's name, Association title, and work location.

The Association representative will exercise superseniority within the institution, only. The eight statewide officers will exercise superseniority within their employing institution. If a statewide officer is unable to remain employed at the institution, the officer will exercise superseniority within the seniority unit. The officer will bump the employee with the least amount of seniority whose duties and responsibilities the officer is qualified to perform within the seniority unit.

Section 7. Whenever seniority is a consideration for making a determination within this Agreement and two (2) or more employees have the same amount of seniority, and employees are deemed relatively equal in skill and ability, preferential rights shall be determined as follows:

- a. Total years of service at all institutions, i.e. bargaining unit seniority
- b. Institutional seniority
- c. By lot

Section 8. Employees who are on a 22 pay period work schedule shall be given one (1) year of seniority credit.

## ARTICLE 28 HOLIDAYS

Section 1. The following days shall be recognized as holidays:

1. New Year's Day
2. Martin Luther King Jr.'s Birthday
3. Presidents' Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Columbus Day
8. Veterans' Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day

Monday shall be recognized as a holiday for all holidays occurring on a Sunday, and Friday for all holidays occurring on a Saturday for those employees on a normal Monday through Friday

work week. For other than these employees, the holiday shall be deemed to fall on the day on which the holiday occurs.

Section 2. A permanent full-time employee on a Monday through Friday work week shall be paid for any holiday listed in Section 1 of this Article, provided the employee was scheduled to work on that day and if the employee was in an active pay status on the full last half of the employee's scheduled work day immediately prior and the full first half of the employee's scheduled work day immediately subsequent thereto.

If a holiday is observed while a permanent full-time employee is on sick leave, annual, or other paid leave status, the employee will receive holiday pay and the day will not be charged against sick, annual, or other paid leave credits.

Section 3. Permanent full-time employees working other than a regular Monday through Friday work week shall be guaranteed the same number of days off with pay equal to the number of paid holidays received by the employees on the regular Monday through Friday schedule, subject to the same entitlement requirement.

Section 4. If a permanent Corrections Activities Specialist or Institutional Music Teacher works on any of the holidays set forth in Section 1 of this Article, except the day after Thanksgiving, the employee shall be compensated at one and one-half times the employee's regular hourly rate of pay for all hours worked on said holiday. The employee shall receive paid time off for all hours worked on a holiday up to a full shift. If such time is worked during the employee's regularly scheduled shift, the paid time off shall be in lieu of holiday pay for that time under Section 2 above. Paid time off for time worked outside of the employee's regularly scheduled shift shall not be in lieu of such holiday pay. If a written request is received prior to or within 45 days after the holiday is worked, paid time off shall, subject to management's responsibility to maintain efficient operations, be scheduled and granted as requested by the employee, prior to the holiday or within the 90 calendar day period succeeding the holiday. If the Employer does not schedule such paid time off in accordance with the employee's request, or at some other time prior to the completion of the 90 calendar day period succeeding the holiday, the employee shall be compensated at the employee's regular rate of pay in lieu of such paid time off.

This paragraph shall apply to an employee attending the Department of Corrections training academy on any of the holidays set forth in Section 1 of this Article, except the day after Thanksgiving.

If a permanent Corrections Activities Specialist or Institutional Music Teacher works on the day after Thanksgiving, the employee shall be compensated at the employee's regular hourly rate of pay for all hours worked on said holiday. The employee shall receive paid time off for all hours worked on the day after Thanksgiving up to a full shift. If such time is worked during the employee's regularly scheduled shift, the paid time off shall be in lieu of holiday pay for that time under Section 4 above. Paid time off for time worked outside of the employee's regularly scheduled shift shall not be in lieu of such holiday pay. If a written request is received prior to or within 45 days after the holiday is worked, paid time off shall, subject to management's responsibility to maintain efficient

operations, be scheduled and granted as requested by the employee, prior to the holiday or within the 90 calendar day period succeeding the holiday. If the Employer does not schedule such paid time off in accordance with the employee's request, or at some other time prior to the completion of the 90 calendar day period succeeding the holiday, the employee shall be compensated at the employee's regular rate of pay in lieu of such paid time off.

This paragraph shall apply to an employee attending the Department of Corrections training academy on the day after Thanksgiving.

Section 5. Permanent part-time employees shall receive holidays on a pro rata basis. Employees, at the option of the Employer, shall receive prorated paid leave or shall be paid at their regular hourly rate of pay in lieu of such paid leave.

Section 6. Whenever the Employer declares a special holiday or part holiday for all employees under the Employer's jurisdiction, all permanent employees who are required to work a full schedule, regardless of work schedule, on the day on which such holiday hours occur shall receive time off with pay for all hours worked up to the number of hours in the employee's normal work shift if a full holiday is declared, or up to a pro rata share of the normal work shift if a partial holiday is declared. The Employer shall have the option of paying the employees their regular hourly rate of pay in lieu of such equivalent time off with pay.

Section 7. When an employee's work shift overlaps the calendar day, the first shift of the employee in which 50% or more of the time occurs on the applicable holiday shall be considered in the holiday period and the holiday period shall end 24 hours after the commencement of that shift.

Section 8. In no event shall an employee attending the Department of Corrections Training Academy be entitled to duplicate holiday payment. Time worked on holidays during such employee's regular shift shall not be excluded from hours worked for the purposes of determining eligibility for overtime pay under Section 2 of Article 41 of this Agreement.

Section 9. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Agreement for the same hours worked.

Section 10. Corrections Activities Specialists and Institutional Music Teachers will not be scheduled to work on the New Year's Day, Thanksgiving Day or Christmas Day holidays unless the employee's attendance is required at the Department of Corrections Training Academy.

Section 11. Effective as soon as practically possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All employees who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the employee's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the employee in cash. Amounts in excess of the maximum allowable amount will be paid to the employee in cash.

ARTICLE 29  
GENERAL PROVISIONS

Section 1. Both the Employer and the Association agree not to discriminate against any employee on the basis of race, religious creed, color, sex, age, national origin, union membership, AIDS or HIV status, sexual orientation, gender identity or expression, or political affiliation.

Section 2. The Employer agrees to provide space on bulletin boards to the Association for the announcement of meetings, election of officers, or any other material related to Association business. The Association shall not post material detrimental to the labor-management relationship nor of a political or controversial nature.

Section 3. No Association member or representative shall solicit members, engage in organizational work, or participate in other Association activities during any teacher's working hours on the Employer's premises except as provided for in the handling of grievances.

Association members or representatives may be permitted to use suitable facilities and equipment on the Employer's premises to conduct Association business during non-work hours upon obtaining permission from the Employer's designated representative. Any additional costs involved in such use must be paid for by the Association.

Association representatives shall be permitted to investigate and discuss grievances during working hours on the Employer's premises if notification is given to the Employer's designated representative. If the Association representative is an employee of the Employer, he/she shall request from his/her immediate supervisor reasonable time off from his/her regular duties to handle such grievances. The Employer will provide a reasonable number of employees with time off, if required, to attend negotiating meetings.

Section 4. Where the term "meet and discuss" is used in this Agreement, it will be deemed to have the meaning of that term as defined and applied under the Public Employee Relations Act.

Section 5. Certain Articles/Sections of this Agreement contain provisions which refer to members of this unit as "teachers" or which specify that employees' duties are "predominantly educational" and include, for example, "teaching responsibilities" or "teacher-related functions". The parties to this Agreement differ in their position with regard to whether all classifications contained within this unit function as teachers. The Commonwealth maintains that certain classifications do not so function while the Association maintains that all do function as teachers.

In the interest of concluding this Agreement and in recognition that the above-referenced contract language predates the addition to this unit of the classifications in question, the parties have agreed that such contract provisions shall remain but without prejudice to either the Commonwealth's or the Association's position in this matter.

Section 6. The policies and procedures relating to the Employer's corporate card program will apply to employees in this unit.

Section 7. The parties agree that employees represented by CIVEA are subject to the provisions of the Department of Corrections Drug and Alcohol Testing Program contained in Appendix J and the Department of Corrections Policy Number 6.3.12: Drug Interdiction.

The parties agree in the interest of achieving drug and alcohol free Department of Corrections institutions/boot camps/corrections community centers, that the Department of Corrections may modify the above referenced programs and policies including but not limited to reasonable suspicion alcohol testing and random drug and alcohol testing in the same manner as the program and policies are modified for the employee organization which represents the majority of state employees after meeting and discussing with the Union.

The Commonwealth and the Union agree that the coverage of employees by the above referenced programs and policies and the agreement to meet and discuss prior to modifying the above referenced programs and policies represents the result of negotiations conducted under and in accordance with the Public Employee Relations Act and constitutes a term and condition of employment for employees in this bargaining unit.

Searches of employees due to a positive reaction to drug interdiction equipment or a K-9 will be conducted in accordance with existing Department of Corrections Policy Number 6.3.12: Drug Interdiction.

Section 8. School Principals, Corrections Activities Managers, and Corrections Vocational Counselors may perform CIVEA bargaining unit work, provided the employee is qualified to perform the work and provided that the assignment is consistent with operational and organizational requirements. Such assignments will not result in the layoff or downgrading of a bargaining unit employee nor prevent the filling of a budgeted, available vacancy.

Section 9. Policies concerning tobacco and electronic smoking devices use at the work site, including prohibitions against use, may be established by the Commonwealth after meet and discuss with the Association.

Section 10. The parties agree to meet and discuss the impact of the Medical Marijuana Act of 2016 (SB3).

Section 11. The Employer and the Union share a mutual interest in creating a safe and productive work environment that promotes the achievement of high-performance outcomes. Toward that goal, the union hereby agrees to partner with the Employer in implementing Lean management improvement methods to eliminate inefficiencies, improve customer service and maximize organizational performance through interest-based dialogue and problem-solving.

ARTICLE 30  
PEACE AND STABILITY

Section 1. It is understood that there shall be no strike, as that term is defined under the Public Employe Relations Act, during the life of this Agreement, nor shall any officer, representative or official of the Association authorize, assist or encourage any such strike during the life of this Agreement.

Section 2. Should a strike occur not authorized by the Association, the Association within twenty-four (24) hours following the request of the Commonwealth shall:

- a. publicly disavow such action by the employees,
- b. advise the Commonwealth in writing that such employee action has not been authorized or sanctioned by the Association,
- c. post notices on all bulletin boards advising employees that it disapproves of such action and instruct them to return to work immediately.

Section 3. The Commonwealth reserves the right to discipline, suspend, demote, or discharge any employee who violates the provisions of Section 1 of this Article.

Section 4. The Commonwealth will not engage in any lockout during the life of this Agreement.

ARTICLE 31  
MISCELLANEOUS PROVISIONS

Section 1. In the event that any provisions of this Agreement are found to be inconsistent with existing statutes or ordinances, the provisions of such statutes or ordinances shall prevail, and if any provision herein is found to be invalid and unenforceable by a court or other authority having jurisdiction, then such provision shall be considered void, but all other provisions shall remain in full force and effect. The parties, however, shall, at the request of either, negotiate on the subject matter involved in any invalidated provision.

Section 2. The Commonwealth and the Association acknowledge that this Agreement represents the results of collective negotiations between said parties conducted under and in accordance with the provisions of the Public Employe Relations Act and constitutes the entire agreement between the parties for the duration of the life of said Agreement; each party waiving the right to bargain collectively with each other with reference to any other subject matter, issue, or thing whether specifically covered herein or wholly omitted herefrom and irrespective of whether said subject was mentioned or discussed during the negotiations preceding the execution of this Agreement.

Section 3. In the event that any provision of this Agreement requires legislative action to become effective, including but not limited to the amendment of existing statutes, the adoption of new

legislation, or the granting of appropriations, it shall become effective only if such legislative action is taken. The parties, however, mutually agree to make recommendations to the Legislature which may be necessary to give force and effect to the provisions of this Agreement.

Section 4. Security Training

All employees will be required to take such security training as may be determined and required by the Department of Corrections and the Bureau of Correction Education.

Except for emergency situations, permanent full-time employees in this bargaining unit will not be required to work independently with inmates until the employee has completed the pre-service training requirements referenced in the Department of Corrections Policy 5.2.1, Minimum Training criteria.

Section 5. At no time, including during institutional lockdown, drills, or limited states of emergencies, will employees be assigned to duties on the cell block not normally performed by employees in their job classification, duties routinely done by Corrections Officers which require inmate supervision, or maintenance, janitorial or farm duties normally performed by inmates. They may be assigned other duties consistent with institution needs, however, assigned duties shall not be outside the scope of the initial staff training provided to them at the Basic Training held at the Department of Corrections Training Academy and the yearly Department of Corrections training requirements. Assignments are to be consistent with all other institutional treatment and non-custody staff which has received the same level of training.

The parties will also meet and discuss at each institution as necessary to develop a list of duties and responsibilities appropriate for assignment to staff during lockdown situations. These duties shall be available for assignment to any or all staff at any point during a lockdown. These duties and responsibilities will be designed and implemented in a manner that is not arbitrary, capricious, demeaning, or punitive, and shall be assigned equitably and in a manner consistent with duties and responsibilities assigned to other institutional treatment staff. It is understood that the provisions of the 2011 Corrections Activities Specialists Settlement will still apply to that classification. (See Appendix Q.)

Section 6. In the event an inmate damages or destroys items of clothing or personal property which are worn by an employee and which are necessary for the performance of such employee's work, the Employer shall reimburse the employee for the value of such clothing or personal property. In addition, where the employee demonstrates that items of clothing or personal property which were not being worn by the employee but designated by the Employer as necessary for the performance of such employee's work are destroyed by an inmate, or during an official institution shakedown, the Employer shall reimburse the employee for the value of such clothing or personal property. The condition of the clothing or personal property immediately prior to such damage shall be taken into account in determining its value. The incident giving rise to such claims must be verified and the Employer shall take prompt and timely action in the disposition of employee claims for damaged personal effects. All claims arising under this Section must be submitted within 48 hours from the date of its occurrence or within 48 hours when the employee returns from leave.

Section 7. The Employer does not condone harassment of any employee. The burden of substantiating such an allegation rests with the charging party.

Substantiated instances of such harassment will be remedied by the Employer.

Any grievance or dispute which may arise concerning this issue may be processed in accordance with Article 5 of this Agreement to the Joint State Committee. The Joint State Committee decision as to whether or not the charging party has substantiated that harassment has occurred will be final and binding and shall not be subject to arbitration. The appropriate remedy will be determined by the Joint State Committee.

Section 8. Classroom Security

The Employer agrees that management representatives from each correctional institution shall meet with representatives of the Association regarding classroom security. These representatives shall agree on the classroom security feature most appropriate to each institution subject to the review and approval of the appropriate Deputy Secretary of Corrections. In the event that the committees meeting at each institution are unable to reach an agreement, the discussion shall be moved to a State Level committee comprised of representatives from the Department of Corrections, the Office of Administration and the Association, which shall design a classroom security system for that institution.

Section 9. Personal Information

The Employer agrees that any references to an employee's address, phone number, social security number and dependents shall be kept in a locked cabinet in a secured location not readily accessible to inmates.

Section 10. The parties agree to establish a committee to review all known sideletters for inclusion in the successive Collective Bargaining Agreement.

Section 11. The Department will provide reasonable computer access for computer related assigned tasks such as entering payroll, callouts, etc. The computers can also be used for email, DC47's, CBT courses, and DOCNET access. Adequate time will be provided, if needed, to complete this computer related work. It will be communicated that lunches and breaks will not be used for this purpose.

Section 12. Email Access

Email access for teachers will be limited to secure areas of the Education Department.

The School Principal will be responsible to ensure any direction or procedural changes received by email are discussed and explained to staff either by bulletin board or through faculty meetings. All communication to teachers will be channeled through their School Principals.

Teachers should not be disciplined for failure to comply with an email directive unless an investigation of the computer's log reveals the teacher opened the email and was aware of the directive/notification.

ARTICLE 32  
SALARIES AND WAGES

Section 1. a. Effective July 1, 2019, employees shall continue to be paid in accordance with the January 2019 ED Pay Schedule in Appendix B.

b. Effective the first day of the first full pay period in October the Corrections Activities Specialist will move from twenty (20) to twelve (12) steps in accordance with the schedule in Appendix C.

Section 2. Effective the first day of the first full pay period in October 2019, each employee covered by this Agreement who is in an active pay status shall be paid in accordance with the ED Schedule in Appendix D.

Section 3. a. Effective the first day of the first full pay period in January 2021, each permanent full-time employee covered by this Agreement who is in an active pay status shall be paid in accordance with the ED Schedule in Appendix E.

b. Effective the first day of the first full pay period in January 2021, each permanent full-time employee covered by this Agreement who is in an active pay status and whose salary is below the maximum Step of the appropriate column for his/her Educational Level and who has been employed continuously by the Commonwealth since January 31, 2020 shall receive a service increment of one step, and shall be paid in accordance with the ED Pay Schedule in Appendix E.

Section 4. a. Effective the first day of the first full pay period in October 2021, each permanent full-time employee covered by this Agreement who is in an active pay status shall be paid in accordance with the ED Schedule in Appendix F

b. Effective the first day of the first full pay period in October 2021, each permanent full-time employee covered by this Agreement who is in an active pay status and whose salary is below the maximum Step of the appropriate column for his/her Educational Level and who has been employed continuously by the Commonwealth since October 31, 2020 shall receive a service increment of one step, and shall be paid in accordance with the ED Pay Schedule in Appendix F.

Section 5. a. Effective the first day of the first full pay period in January 2023, each permanent full-time employee covered by this Agreement who is in an active pay status shall be paid in accordance with the ED Schedule in Appendix G.

b. Effective the first day of the first full pay period in January 2023, each permanent full-time employee covered by this Agreement who is in an active pay status and whose salary is below

the maximum Step of the appropriate column for his/her Educational Level and who has been employed continuously by the Commonwealth since January 31, 2022 shall receive a service increment of one step, and shall be paid in accordance with the ED Pay Schedule in Appendix G.

Section 6. Prospective employees are responsible for providing the Bureau of Correction Education all appropriate degree/certification credentials prior to appointment.

Section 7. Employees who apply for a salary adjustment for movement from one educational level to another in accordance with Appendix A must submit all relevant information in the form of official college or university transcripts for all credits earned since the date of hire or last education level adjustment. The relevant information must be received by the Bureau of Correction Education no later than August 31. The salary adjustment will be effective beginning the first full pay period in October.

Section 8. The salaries of employees shall be paid bi-weekly. In the event the payday occurs on a holiday, the preceding day shall be the payday.

Section 9. An employee in an inactive pay status shall, upon return to active status will be paid in accordance to the ED Schedule outlined in Sections 2, 3.a., or 4.a., as applicable.

Section 10. Employees who are assigned to act as mentors will be compensated at the end of the assignment at the rate in effect at the time the payment is made. Mentor compensation for July 1, 2019 thru June 30, 2023 shall be \$550.00.

### ARTICLE 33 SHIFT DIFFERENTIAL

Section 1. a. A permanent employee whose work shift consisting of 7.5 or 8 work hours on a scheduled work day begins before 6:00 a.m. or at or after 12:00 noon will be paid a shift differential of \$1.00 per hour for all such hours worked on that shift.

b. Effective with the start of the first full pay period in January 2020, shift differential shall be paid as follows:

1. An employee whose work shift consisting of 7.5 or 8.0 work hours on a scheduled work day begins at or after 8:00 p.m. and before 6:00 a.m. will be paid a shift differential of \$1.15 per hour for all such hours worked on that shift.

2. An employee whose work shift consisting of 7.5 or 8.0 work hours on a scheduled work day begins at or after 12:00 noon and before 8:00 p.m. will be paid a shift differential of \$1.25 per hour for all such hours worked on that shift.

Section 2. Employees who work overtime on their work shift as described in Section 1.a. or b., or who work not less than a full 7.5 or 8 hour shift which begins before 6:00 a.m. or at or after 12:00

noon on a day other than a scheduled work day will receive the shift differential for each non-premium hour worked and will have the shift differential included in the base rate for the purpose of computing the appropriate overtime premium rate.

An employee who works overtime after or before a scheduled work shift for which shift differential is not applicable, whether or not the overtime work is for a full 7.5 or 8 hour shift, shall not receive shift differential or have it included in the base rate for computing the overtime premium rate.

### ARTICLE 34 PROFESSIONAL STATUS

Section 1. The employees in this unit are professional employees in the educational field. As professional employees, it is understood that their work is predominantly educational and varied in character; requires consistent exercise of discretion and judgment; and requires knowledge gained by specialized study. Because of the multitude of jobs within this bargaining unit, as well as the variety of task assignments, the relationship between these professional employees and their supervisors will not always be uniform. Generally, whenever feasible, certain basic concepts should be present in this relationship. Among these are the following:

- a. The professional employees should perform task assignments with minimum of supervision and have academic freedom concerning teaching matters within their subject area and in their individual classrooms.
- b. The professional employees may participate in developing solutions to problems, consistent with the needs of management.
- c. A professional employee who is charged with the implementation of a program should have an opportunity to participate in the planning stages for the program.
- d. The professional employee is expected to continually reevaluate a program and to recommend changes when necessary.
- e. The professional employees shall not be required to perform anything other than professional duties.

Section 2. The parties agree that the subject matter of Section 1 of this Article is not grievable under the terms of Article 5, Grievance and Arbitration.

ARTICLE 35  
WORKING CONDITIONS

Section 1. Upon a request by the Association, the parties agree to hold Meet and Discuss Meetings for the purpose of discussing working conditions.

Section 2. In accordance with Act 74 of 1991, employees in this bargaining unit when performing teaching or teaching related functions are responsible for therapeutic care custody and control of inmates. Therefore, it is clearly understood that members of this bargaining unit may be required to perform their duties outside the traditional classroom model. Teaching or teaching related duties, except vocational training, may be performed in areas such as but not limited to cell blocks, housing units and living areas for inmates who are unable to attend class/counseling in the School due to restrictions on inmate movement for programmatic reasons by the Department of Corrections, which are not disciplinary in nature. When the Pennsylvania School Code or appropriate State or Federal laws requires programs for school age students, teachers will be required to provide up to five hours per week of cell study instruction. (See Appendix K for Cell Study Policy) The parties agree to meet and discuss over the exact location of the space and its appropriateness for instructional purposes prior to program implementation.

ARTICLE 36  
PRESERVATION OF BARGAINING UNIT WORK

Section 1. The Employer may contract out such work as it deems necessary, provided the reasons are not arbitrary or capricious, nor in conflict with existing statutes, rules or regulations.

Section 2. In those cases where the Employer is considering entering into a new contract or renewing or modifying an existing contract which may have or which has had an adverse impact on bargaining unit jobs, including limiting the growth of the number of bargaining unit jobs, the Employer shall provide the Association with as much advance notice as possible. Prior to executing any such new contract or renewal or modification of an existing contract as described above, the Employer, upon request of the Association, agrees to bargain with the Association concerning the reasons for such contract and concerning the impact on the bargaining unit of the proposed contract or renewal or modification of an existing contract, subject to the Association's right to submit unresolved disputes to the grievance and arbitration procedures of this Agreement. In the event an agreement is not reached as a result of bargaining under this Article, the Employer shall be free to execute the proposed contract or to renew or modify an existing contract.

Section 3. The parties agree that the Bureau of Correction Education, and the Association will design a program to coordinate the use of volunteer teachers, inmate teachers and inmate tutors at each institution. The use of volunteer teachers, inmate teachers and inmate tutors to assist the work force will not cause the lay-off of an employee or prevent the filling of a budgeted, available, vacancy. Except for one on one inmate literacy tutoring programs, volunteer teachers, inmate teachers and inmate tutors shall work under the direction of a classroom teacher for instructional purposes.

Section 4. The Employer and the Association acknowledge the above represents the results of negotiations conducted under and in accordance with the Public Employee Relations Act and constitutes the full and complete understanding regarding the issues of contracting out bargaining unit work.

ARTICLE 37  
EQUAL EMPLOYMENT OPPORTUNITY

If any provision of this Agreement is in conflict with Federal Executive Orders 11246 and 11375, as amended, the Civil Rights Act of 1964, and all laws and rules, relating to the Commonwealth's Equal Employment Opportunity program, and the Americans with Disabilities Act, the provisions of the aforementioned Orders, laws and implementing regulations shall prevail.

Disputes regarding the application and implementation of the Orders, laws and implementing regulations shall be subject to arbitration.

This provision does not constitute a waiver of rights under Act 195.

ARTICLE 38  
FAMILY CARE LEAVE

With the incorporation of family care leave into Article 12, Family and Medical Leave Act (FMLA) Leave, in accordance with Article 38, Section 9 of the 2016-2019 Agreement, this Article is vacated by mutual agreement of the parties.

ARTICLE 39  
SAFETY AND HEALTH

Section 1. The Employer will take affirmative action to ensure compliance with laws concerning the health and safety of employees working in State-owned or leased buildings.

Section 2. The Employer agrees to inform the local Association, as soon as possible, when representatives of the Bureau of Occupational and Industrial Safety, Department of Labor & Industry, or other state or federal agencies involved in the establishment or enforcement of laws concerning or affecting the health and safety of employees working in state-owned or leased buildings are on the premises for an inspection. A designated Association representative located on the premises shall be allowed to accompany such representatives on inspection tours of the work site to point out deficiencies, without loss of pay or leave time. In addition, when the Employer is aware of the presence of representatives of such regulatory agencies who are at the work site for the purpose of safety inspections, the Employer agrees to inform the local Association.

Section 3. The Employer will not assign employees to any work area in any building owned or leased by the Commonwealth while there is clear and present danger to their safety and such a danger is not an anticipated part of the professional responsibilities and risks of an individual working in a correctional setting.

Section 4. The Employer will take appropriate action to protect its employees from injury while at work in any buildings owned or leased by the Commonwealth. Where clear and present hazardous conditions exist at a work site, the Employer shall post appropriate warning signs and take immediate action to abate the hazard.

Section 5. The Employer agrees to advise the local Association of the identity of all inmates who have a communicable disease or are suspected of having a communicable disease.

Section 6. Upon written request, the Association shall be provided with copies of statistical reports concerning work-related accidents. Upon request, the Association shall be provided with copies of reports concerning work-related accidents provided the Association has obtained the express written approval of the employee involved.

Section 7. The Employer agrees to establish a health and safety committee at each work location. At those work locations where such committees are already in existence and are composed of representatives of various employee organizations, employees on such committees in classifications represented by the Association shall be appointed by the Association. The purpose of the committee shall be to investigate present or potential safety hazards and to make recommendations for corrective action. Unless otherwise agreed by the parties, the committees shall meet once each quarter unless a clear and present danger situation warrants a special meeting. The committee shall establish its own operating procedures. However, Association representatives on the committee shall be given a reasonable amount of time during working hours to investigate safety and health hazards brought to the committee and to serve on this committee.

Section 8. If an employee experiences an exposure as defined in Act 148 to an inmate's blood and body fluid, the employee and the Employer shall follow the procedures outlined in Act 148 of 1990. If such procedures require an employee to attempt to obtain a court order to obtain the HIV status of the inmate, the Employer shall reimburse reasonable attorney's fees unless the Employer determines that the attempt to obtain the court order is without merit or unless the Department has attempted to obtain a court order on behalf of the employee. An employee may utilize the grievance procedure to challenge the Employer's denial of reasonable attorney's fees.

Section 9. Permanent employees shall be eligible to receive Hepatitis B vaccine in accordance with Department of Corrections policy and procedure.

Section 10. The Employer shall notify the Association as soon as practicable when plans are being considered for remodeling or relocation of office or classroom space.

ARTICLE 40  
INTERMITTENT WAGE EMPLOYEES

Section 1. Intermittent wage employees shall be paid at the minimum of Educational Level 1, Step 1 of the appropriate salary schedule through the life of this contract.

Section 2. a. All intermittent wage positions will be posted at all institutions for a period of 15 calendar days. Contained on the posting will be a description of the position and the maximum number and the termination date of hours available.

b. Qualified full-time employees in the unit shall be given the opportunity to fill intermittent wage positions at their employing institution. Second preference shall be given to qualified full-time employees from another institution. If the position cannot be filled by using full-time employees, non-unit members will be offered the opportunity to fill these positions. The determination of qualifications shall be at the sole discretion of the Employer, that is, the employee's name must appear on the appropriate Civil Service list and the employee must be rated at least overall satisfactory in the employee's full-time position and the employee must have an acceptable attendance record (no leave restrictions). Performance evaluations which are more than one year old will not be used for this purpose. Performance evaluations which rate an employee overall unsatisfactory or needs improvement will be reviewed by the Bureau of Correction Education before being issued.

c. If an intermittent wage position is filled with a full-time permanent employee in accordance with Section 2.b., the filling of the position is covered by the dual employment provisions of the Commonwealth's Personnel Rules.

d. If an intermittent wage position is filled with an employee of any other Commonwealth agency, the filling of the position is covered by the dual employment provisions of the Commonwealth's Personnel Rules and the supplementary employment provisions of the Governor's Code of Conduct.

e. If two or more full-time qualified employees from an institution apply for the same position in their institution, the most senior qualified employee will be awarded the position. If two or more full-time qualified employees from two or more different institutions apply for the same position at a third institution, the most senior qualified employee will be awarded the position.

f. No full-time bargaining unit member may occupy more than one intermittent wage position at the same time, except at the discretion of the Director of the Bureau of Correction Education.

g. If a full-time member of this bargaining unit is employed as an intermittent wage employee and fails to complete a contracted intermittent wage assignment for other than an acceptable emergency reason, the employee will not be eligible for an intermittent wage position for the following year.

h. All Intermittent Wage Employees will be provided appropriate (as deemed by the Employer) security training prior to beginning an Intermittent Wage position.

Section 3. The following Articles of the Collective Bargaining Agreement shall not apply to intermittent wage employees: Articles 7 through 19, 21, 22, 24, (except as provided in Article 24, Section 14) 25, 27, 28, 32, 33, 38, 41, and 44.

Section 4. The workday and workweek for intermittent wage employees will be governed by the educational programs established by the Employer. Every effort will be made to coordinate all regular intermittent wage funding programs to begin and end at the same time.

Section 5. The Employer shall not suspend or discharge an intermittent wage employee without just cause. An intermittent wage employee may appeal a suspension or discharge beginning at Step 1 of the grievance procedure contained in Article 5. PSEA shall be notified promptly by the Employer of any suspension or discharge by sending notification of the disciplinary action to the PSEA Office located at Southern Regional Service Center, 4750 Delbrook Road, Mechanicsburg, PA 17050.

Termination of an intermittent wage employee due to the allotted hours being depleted for any reason is not grievable.

Section 6. The salaries of intermittent wage employees shall be paid bi-weekly. In the event the payday occurs on a holiday, the preceding day shall be the payday.

#### ARTICLE 41 OVERTIME

Section 1. a. Except for Corrections Activities Specialists one and one-half of the employee's regular hourly rate of pay shall be paid for work beyond the work schedule.

b. For Corrections Activities Specialists one and one-half of the employee's regular hourly rate of pay shall be paid for work in excess of eight hours in any one work day or in excess of 80 hours in a pre-established bi-weekly work schedule.

Section 2. The following items will be regarded as hours worked for the purpose of computing overtime pay under Section 1 of this Article:

- a. Hours worked.
- b. Rest periods.
- c. Holidays – except where compensation is paid for a holiday which occurs on an employee's day off.
- d. Annual leave.
- e. Compensatory leave; to be included in the period of occurrence for the purpose of computing overtime.
- f. Sick leave.
- g. Administrative leave.

Section 3. Double the employee's regular hourly rate of pay shall be paid for work under the following conditions:

- a. Employees on a five day per week schedule shall be paid double time for hours worked on the second scheduled day off in the work week provided the employee is in an active pay status on the employee's five regularly scheduled work days and works the employee's first scheduled day off in the work week. If such an employee is in an active pay status the employee's next five regularly scheduled work days and works the employee's next scheduled day off or next two scheduled days off, the employee shall be paid double time for hours worked on those days.

An employee who has been paid double time for the fourth scheduled day off shall be paid double time for all subsequent consecutive scheduled days off worked, provided the employee is in an active pay status on each of the five regularly scheduled work days of the associated work week.

- b. An employee whose work schedule consists of any 10 days within a consecutive 14 calendar day period as provided in Article 8, Section 1, shall be paid double time for the second and/or fourth scheduled days off work; provided, in order to be eligible for double time on the second day off, the employee must be in an active pay status the first five regularly scheduled work days and work the first scheduled day off in the normal bi-weekly work period and, in order to be eligible for double time on the fourth day off, the employee must be in an active pay status the second five regularly scheduled work days and work the third scheduled day off in the normal bi-weekly work period. An employee on this work schedule shall be paid double time for the third scheduled day off; provided, in order to be eligible for double time on the third day off, the employee must be in an active pay status the first five regularly scheduled work days and the second five regularly scheduled work days, and work the first and second scheduled days off in the normal bi-weekly work period. An employee who has been paid double time for the fourth scheduled day off shall be paid double time for all subsequent consecutive scheduled days off worked provided the employee is in an active pay status the first five regularly scheduled work days in the normal bi-weekly work period, the first or first and second scheduled days off are worked, and the employee is in an active pay status the second five regularly scheduled work days in the normal bi-weekly work period, if the third or third and fourth scheduled days off are worked.

- c. For fifteen-minute rest periods, in the event employees are required to work through their rest period, while on premium overtime.

Section 4. By mutual agreement between the Employer, the Association and the employee involved, compensatory time at the appropriate rate may be granted in lieu of overtime pay. Such compensatory time is to be granted within the 90 calendar day period succeeding the date on which the overtime is worked. If a written request is received prior to or within 45 days after the date on which the overtime is worked, the compensatory time off shall, subject to management's

responsibility to maintain efficient operations, be scheduled and granted as requested by the employee. If the Employer does not schedule the compensatory time in accordance with the employee's request, or at some other time mutually agreed to, prior to the completion of the 90 calendar day period succeeding the date on which the overtime is worked, the employee shall be compensated at the appropriate rate of pay in lieu of paid time off.

Effective as soon as practically possible, the Commonwealth will adopt a tax-qualified Leave Payout Plan. All employees who attain age 55 before or during the calendar year they separate from service after adoption of the Leave Payout Plan shall have the leave payouts otherwise payable for accumulated and unused Annual Leave, Compensatory Leave, Holiday Leave and Sick Leave, up to the maximum allowable by law, deposited in an account in the employee's name, provided however that if the total amount of leave payout is \$5000 or less, this amount shall be paid to the employee in cash. Amounts in excess of the maximum allowable amount will be paid to the employee in cash.

Section 5. The Employer will attempt to equalize overtime during each calendar year between employees within the equalization unit who have expressed in writing a willingness to work overtime. Employees willing to work overtime shall submit a written statement indicating interest before the start of each calendar year. When the need for overtime occurs, the Employer shall first seek volunteers for the performance of the overtime work among employees who have stated a willingness to work overtime starting with the employee that has the most bargaining unit seniority. Nothing in this Section shall require the Employer to accept an employee as a volunteer when the employee would be entitled to double-time.

An employee declining overtime shall be credited with the overtime worked by the employee accepting the overtime for equalization purposes. When the need for overtime arises, Management will seek volunteers as soon as practical. When the need for overtime is immediate, Management will solicit volunteers via the telephone. If an employee is unable to be reached by telephone, the Employer will leave a message and document the call on a log. An employee who does not return a call within ten (10) minutes will be determined unavailable and shall be credited with the amount of overtime worked by the employee assigned the overtime. If the employee returns the call within ten (10) minutes but the overtime is no longer available, the employee will not be charged with the hours for equalization purposes. Employees may be passed over to comply with the equalization requirements.

An employee submitting a written statement of willingness to work overtime or withdrawing the written statement of willingness to work overtime after the beginning of the calendar year shall be credited for equalization purposes with an amount of overtime equal to the maximum amount of credited overtime held by an employee in the equalization unit.

Employees must meet the minimum experience and training requirements for the overtime assignment that is available. Employees that do not meet these requirements will not be credited for the missed overtime assignment.

Lists showing accumulations of overtime within each calendar year, within the equalization unit, shall be posted at the end of the equalization period.

Section 6. Employees who are required to remain on duty during meal periods shall be compensated for these periods at the appropriate rate of pay.

Section 7. Pay for overtime is to be made on the pay day on the first pay period following the pay period in which the overtime is worked. For the purpose of this Section, and in the determination of this time, pay periods will be considered as after-the-fact.

Section 8. There shall be no duplication or pyramiding of any premium pay provided for under the provisions of this Agreement for the same hours worked.

## ARTICLE 42 CLASSIFICATION

Section 1. Whenever an employee temporarily is charged to perform in general the duties and responsibilities of a position in a higher rated classification that are separate and distinct from those of the employee's own position for a period of any five full or ten half cumulative days in a calendar quarter, the employee shall be compensated, retroactive to the time the assignment took place, at an amount equal to four and one-half percent above the employee's current rate of pay or the starting rate of pay of the pay scale group for the higher classification, whichever is greater. Employees who are charged to perform higher class work for a full day and who take leave for a portion of that day will be compensated, in increments of 1/4 hour, for the partial day worked in the higher class after the five full or ten half day threshold has been met. An employee, while temporarily working and being paid in a higher class will also be paid at the higher rate for a holiday provided the employee is charged to perform the higher level duties on the employee's scheduled workday immediately before and immediately after such holiday and is paid at the higher rate on those days. The holiday shall not count toward the requirement for five full or ten half cumulative days in a quarter. Payment will be included in the bi-weekly paycheck, once the five full or ten half cumulative day threshold has been met. If the position is filled permanently by other than the employee temporarily filling the position, the employee temporarily assigned shall be returned to their previous position and compensation, but shall receive any increments and service credits for such increments to which they would have been entitled had they remained in their normal assignment. An employee or employees shall not be temporarily assigned to perform in general the duties and responsibilities of a position in a higher rated classification for more than nine continuous months or the length of the leave of absence of the employee being replaced, whichever is greater.

For the purpose of this Section, the calendar quarters shall be defined as beginning with the first full pay period in January through March 31, April 1 through June 30, July 1 through September 30, and October 1 through the last full pay period of the leave calendar year, which is the pay period that includes December 31.

Section 2. Grievances arising from this Article shall be submitted in writing and the employee shall attempt to include the dates on which the alleged out of class work occurred and a description of the alleged higher level work performed. The failure of the employee to provide the required information will not affect the validity of the grievance. It is also understood and agreed that

grievances pertaining to this Article shall be processed in the Expedited Classification Grievance Procedure as follows:

**STEP 1:** The Employee or the Union will present the grievance to the Office of Administration, Bureau of Organization Management. The preferred method of submission is to email the Office of Administration, Classification Grievances resource account ([RA-OAClassGrievances@pa.gov](mailto:RA-OAClassGrievances@pa.gov)). The employee or the Union shall attach to the grievance a description of the job.

In the case of grievances involving a downward reclassification or a temporary working out of classification assignment under Section 1 of this Article, the employee shall present the grievances within fifteen (15) working days of the date of the occurrence giving rise to the dispute, or when the employee knew or by reasonable diligence should have known of the occurrence.

The Employer will respond in writing within 60 working days of receipt of the grievance. This period may, however, be modified by mutual agreement.

**STEP 2:** The Association, in response to an unfavorable decision at Step 1, may submit appeals to an arbitration panel, within 45 working days after the Office of Administration's response is due.

The arbitration panel shall consist of three (3) members; one member appointed by the Employer, one member appointed by the Union, and a third member selected by the parties jointly from a list of five (5) names to be mutually agreed upon by the Employer and the Association. The third member shall not be affiliated, directly or indirectly, with any labor organization or be an employee of the Commonwealth and must be knowledgeable in the field of position classification. The parties agree to select arbitrators and agree upon hearing dates as expeditiously as possible. Grievances that are not scheduled for an arbitration hearing within two years of the notice of intent to proceed to arbitration will be considered to have been withdrawn. It is understood that the two year time limit refers to the Union proposing selection of an arbitrator and a hearing date for the case, rather than the actual conduct of the hearing.

The panel shall neither add to, subtract from, nor modify the provisions of this understanding nor recommend any alterations or revisions to the Commonwealth's classification and compensation plans. The findings of the panel shall be submitted to the parties within thirty (30) days after the hearing or receipt of the transcript when taken. The determination of the panel shall be final and binding.

All of the time limits contained in this Agreement may be extended by mutual agreement. All fees and expenses of the arbitrator shall be divided equally between the parties except where one of the parties of this Agreement requests a postponement of a previously scheduled arbitration meeting which results in a postponement charge. The postponing party shall pay such charge unless such postponement results in a settlement of the grievance in which event the postponement charge shall be divided equally between the parties. A postponement charge resulting from a joint postponement shall be shared equally by the parties. Each party shall bear the cost of preparing and presenting its

own case. Either party desiring a record of the proceedings shall pay for the record and make a copy available without charge to the arbitrator.

A reasonable number of witnesses, when required, shall be allowed to participate in the grievance procedure without loss of pay or leave time. An aggrieved employee and Association representative, if employed by the Employer, shall be granted reasonable time during working hours, if required, to process grievances in accordance with this Agreement without loss of pay or leave time.

It is understood and agreed that the grievance procedure as described above pertains only to those grievances alleging a violation of this Article.

### ARTICLE 43 LEAVE DONATION PROGRAM

Section 1. Permanent employees may donate annual leave to a designated permanent employee in the employee's agency who has used all accrued paid leave and anticipated annual leave for the current leave calendar year. The leave is to be used for the recipient's own catastrophic or severe injury or illness, the catastrophic or severe injury or illness of a family member, or for absences related to an organ donation by the recipient. The leave also may be used as bereavement leave if the employee's family member dies and the employee has no accrued or anticipated sick leave available, subject to the limitations in Article 12, Section 6.

#### Section 2.     Recipients

a. Recipients must be permanent employees in bargaining units that have agreed to participate in this program.

b. Family member is defined as a husband, wife, domestic partner, child, step-child, foster child, or parent of the employee or any other person qualifying as a dependent under IRS eligibility criteria or the child of the employee's domestic partner.

Effective with the beginning of the 2021 leave calendar year, leave donation may not be used for the catastrophic or severe injury or illness of a domestic partner of an employee or the child of an employee's domestic partner.

c. An organ donation, or catastrophic illness or injury that poses a direct threat to life or to the vital function of major bodily systems or organs, and would cause the employee to take leave without pay or terminate employment, must be documented on a Family and Medical Leave Act Serious Health Condition Certification form. Donated leave may not be used for work-related injuries or illnesses, minor illnesses, injuries, or impairments, sporadic, short-term recurrences of chronic, non-life threatening conditions, short-term absences due to contagious diseases, or short-term recurring medical or therapeutic treatments, except for conditions such as those listed above.

d. An organ donation, and severe illness or injury must also be documented on a Medical Condition Certification to Receive Leave Donations Form.

e. Organ donation is defined as a living donor giving an organ (kidney) or part of an organ (liver, lung, or intestine) to be transplanted into another person.

f. The absence due to the organ donation, or catastrophic or severe illness or injury of the employee or a family member must be for more than 20 workdays in the current leave calendar year. The 20-workday absence may be accumulated on an intermittent basis if properly documented as related to the organ donation or the same catastrophic or severe illness or injury. Annual, personal, sick (for employee's own serious health condition), sick family (for the serious health condition of a family member), holiday, compensatory, or unpaid leave may be used during the accumulation period. A separate accumulation period must be met for each organ donation, or catastrophic or severe illness or injury and for each leave calendar year in which donated leave is used. Donated leave may not be applied to the required 20-workday accumulation period.

g. All accrued leave must be used as follows before any donation may be received.

(1) For an employee's organ donation, or own catastrophic or severe injury or illness, all accrued annual, sick, holiday, and compensatory leave and all anticipated annual leave for the current leave calendar year must be used.

(2) For the organ donation, catastrophic or severe injury or illness of a family member, all accrued annual, holiday, and compensatory leave and all anticipated annual leave for the current leave calendar year must be used. All five days of sick family leave and any additional sick family leave for which the employee is eligible must be used.

h. Up to 12 weeks of donated leave per leave calendar year may be received for all conditions of the employee and family members cumulatively, but donations may not be received in more than two consecutive leave calendar years. Donated leave is added to the recipient's sick leave balance on a biweekly basis. Recipients do not repay the donor for donated leave. Leave usage is monitored closely to ensure that donated leave is used only for absences related to the organ donation, or catastrophic or severe illness or injury.

i. The recipient's entitlement to leave under the Family and Medical Leave Act will be reduced, where applicable, by donated leave that is used. Entitlements to sick leave without pay (for an employee's own illness) or family care leave without pay (for a family member's illness) will also be reduced.

j. Donated leave may be used on an intermittent basis. However, each absence may be required to be medically documented as due to the same organ donation, or the catastrophic or severe illness or injury.

k. An employee is not eligible to receive donations of leave if, during the previous six months, the employee has been placed on a written leave restriction, or has received a written reprimand or suspension related to attendance.

l. Donated leave that remains unused once the employee is released by the physician for full-time work, when the family member's condition no longer requires the employee's absence, or at the end of the leave calendar year, must be returned to the donors in inverse order of donation. However, if at the end of the year, the absence is expected to continue beyond the greater of 20 workdays or the amount of annual and sick leave that could be earned and used in the following leave calendar year, donated leave may be carried into the next year.

### Section 3. Donors

a. A donor may voluntarily donate annual and personal leave to an employee within the donor's agency who meets the requirements of the Leave Donation Program. Donations may be made to multiple employees, as long as the minimum donation is made to each employee.

b. Donations must be made in increments of one day (7.50 or 8.0 hours), but not more than five days can be donated to any one employee in the same leave calendar year. The donor's annual leave balance after donation cannot be less than the equivalent of five workdays of leave (37.5 or 40.0 hours). Anticipated personal leave may not be donated.

c. The donation is effected by the completion and submission of a Request to Donate Leave to the agency Human Resource Office. Leave is deducted from the donor's annual and/or personal leave balance at the time of donation and transferred to the recipient in order by the date and time the Request to Donate Leave form is received.

d. Unused donations are returned to the donor if: the recipient or family member recovers, dies, or separates before the donor's leave is used; or if the recipient does not use the leave by the end of the leave calendar year, and is expected to either return to work within 20 workdays or to have sufficient anticipated leave available in the new year to cover the absence. In accordance with Section 1 above, an employee whose family member dies and who does not have accrued or anticipated sick leave available, may use donated leave as bereavement leave, subject to the limitations in Article 10, Section 6.

Section 4. The provisions of this Article are not grievable under Article 5 of this Agreement.

Section 5. For the purpose of this Article, domestic partner shall be defined as a same sex domestic partner who meets the eligibility criteria established by the Commonwealth.

Section 6. Notwithstanding the requirement in Sections 1 and 3 of this Article that annual and personal leave donations be from a permanent employee in the employee's agency, in the event that an employee does not receive sufficient donations from employees within the employee's own agency, the employee needing donations will be permitted to seek donations from permanent employees in other agencies under the Governor's jurisdiction within a reasonable geographic

distance through the requesting employee's designated local Human Resource contact. An exception to the reasonable geographic distance limitation will be allowed for relatives of the employee who wish to make donations.

ARTICLE 44  
SUBSTITUTE/LIMITED TERM WAGE EMPLOYEES

The parties agree there may be a need for use of a substitute/limited term wage employee for specific situations (ex. Employee used to cover an absence of an employee on long-term leave). When a substitute/limited term wage employee is used, they will be paid in accordance with the Unified Pay Schedule in effect at the time of their hiring at the minimum step of their credentials or classification, as appropriate. No other articles of this collective bargaining agreement apply to the substitute/limited term wage employees. These positions will be posted at all Institutions, including a description of the position, for a period of 15 calendar days. Benefits will be covered by the Commonwealth Personnel Rules.

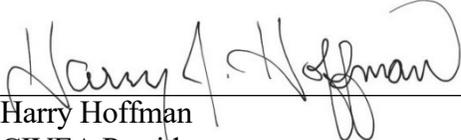
ARTICLE 45  
TERM OF AGREEMENT

This Agreement shall be effective July 1, 2019 except where specifically provided that a particular provision will be effective on another date. This Agreement shall continue in full force and effect up to and including June 30, 2023.

The parties hereto through their duly authorized officers or representatives and intending to be legally bound, hereby have hereunto set their hands and seals this 10<sup>th</sup> day of April, 2020.

THE CORRECTIONAL INSTITUTION  
VOCATIONAL EDUCATION ASSOC.,  
PENNSYLVANIA STATE EDUCATION  
ASSOC., NATIONAL EDUCATION  
ASSOC.

COMMONWEALTH OF PENNSYLVANIA

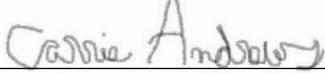
  
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Harry Hoffman  
CIVEA President

  
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Michael Newsome  
Secretary of Administration

  
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Amy Akey, Vice-President

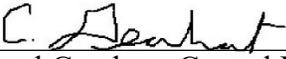
  
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Justin J. Sluga  
Commonwealth Chief Negotiator

  
\_\_\_\_\_  
Andrew McLaughlin, Secretary

  
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Carrie Andrews, Treasurer

  
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Jeff Cutler, Assistant Treasurer

  
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Lisa Smith, Western Regional Repr.

  
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Crystal Gearhart, Central Regional Repr.

  
\_\_\_\_\_  
Kyle Lytle, Eastern Regional Repr.

## APPENDIX A

The criteria for advancement to each Academic Track Education Level, are set forth below:

- (1) BA/BS (Level 4) - The employee must be certified by the Pennsylvania Civil Service Commission as qualified for employment in the relevant position, and an original transcript from an accredited college or university certifying that a BA or BS degree has been awarded will be required.
- (2) BA/BS + 24 Credits (Level 5) - Credits submitted for advancement to this Level must have been earned after the BA/BS was awarded. Credits will be accepted subject to the following conditions:
  - . Undergraduate Credits - Undergraduate credits must be from an accredited college or university. Credits will be approved in accordance with the procedures established in the Directives Management System, and original transcripts will be required to verify the acceptability of credits submitted.
  - . Graduate Credits - Graduate Credits must be from an accredited college or university. Credits will be approved in accordance with the procedures established in the Directives Management System, and original transcripts will be required to verify the acceptability of credits submitted.
  - . In-Service Credits - In-Service Credits must be from courses approved by the Pennsylvania Department of Education.
  - . Employees who on March 31, 2001 were on previous Education Level 2 on the July 1, 2000 pay schedule will either be moved to Education Level 4 on the April 2001 Unified Schedule or be grandfathered on Education Level 5 on the April 2001 Unified Schedule. After this one time only choice is made, movement to the next Education Level will require acquisition of the number and type credits required.
- (3) Master Degree (Level 6) - Advancement to this Level will require the employee to have been awarded one of the following: a Masters Degree, a Masters Equivalency (ME), or for employees a Masters Equivalency for Contract Administration Purposes (MECA). Masters Equivalency for Contract Administration Purposes (MECA) is applicable only for employees hired in to the bargaining unit prior to July 1, 2016.
  - . Masters Degree - An original transcript from an accredited college or university certifying that a Masters Degree has been awarded will be required, or;
  - . Masters Equivalency (ME) or Masters Equivalency for Contract Administration Purposes (MECA) - The ME/MECA requires thirty-six (36) credits and certification by the Bureau of Correction Education. Eighteen

(18) in-service credits are allowable as a component of the required thirty-six (36), however the remaining eighteen (18) must be graduate credits from an accredited college or university. An original transcript will be required, and no undergraduate credits will be accepted for movement to this Level.

- (4) Masters or ME/MECA +15 Credits (Level 7) Credits submitted for advancement to this Level must have been earned after the Masters Degree or ME/MECA was awarded. Masters Equivalency for Contract Administration Purposes (MECA) is applicable only for employees hired in to the bargaining unit prior to July 1, 2016. Advancement to this Level requires the employee to earn fifteen (15) graduate credits beyond the Masters or ME/MECA Level, from an accredited college or university. An original transcript will be required, and undergraduate credits submitted for movement to this level may be approved at the sole discretion of the Director of the Bureau of Correction Education. The Bureau Director's decision regarding the acceptability of undergraduate credits for movement to this Level will be final and non-grievable with the exception of arbitrary and capricious decisions.
- (5) Masters or ME/MECA + 30 Credits (Level 8) Credits submitted for advancement to this Level must have been earned after the Masters Degree or ME/MECA was awarded. Masters Equivalency for Contract Administration Purposes (MECA) is applicable only for employees hired in to the bargaining unit prior to July 1, 2016. Advancement to this Level requires the employee to earn fifteen (15) graduate credits beyond the Masters or Me/MECA + 15 credits Level, from an accredited college or university. An original transcript will be required, and undergraduate credits submitted for movement to this Level may be approved at the sole discretion of the Director of the Bureau of Correction Education. The Bureau Director's decision regarding the acceptability of undergraduate credits for movement to this Level will be final and non-grievable with the exception of arbitrary and capricious decisions.
- (6) Masters or ME/MECA +45 Credits (Level 9) Credits submitted for advancement to this Level must have been earned after the Masters Degree or ME/MECA was awarded. Masters Equivalency for Contract Administration Purposes (MECA) is applicable only for employees hired in to the bargaining unit prior to July 1, 2016. Advancement to this Level requires the employee to earn fifteen (15) additional graduate credits beyond the Masters/ME/MECA +30 Level, from an accredited college or university. An original transcript will be required, and undergraduate credits submitted for movement to this level may be approved at the sole discretion of the Director of the Bureau of Correction Education. The Bureau Director's decision regarding the acceptability of undergraduate credits for movement to this Level will be final and non-grievable with the exception of arbitrary and capricious decisions.
- (7) Masters of ME/MECA + 60 Credits (Level 10) Credits submitted for advancement to this Level must have been earned after the Masters Degree or ME/MECA was awarded. Masters Equivalency for Contract Administration Purposes (MECA) is applicable only for employees hired in to the bargaining unit prior to July 1, 2016.

Advancement to this level requires the employee to earn fifteen (15) additional graduate credits beyond the Masters/ME/MECA + 45 Level, from an accredited college or university. An original transcript will be required, and undergraduate credits submitted for movement to this Level may be approved at the sole discretion of the Director of the Bureau of Correction Education. The Bureau Director's decision regarding the acceptability of undergraduate credits for movement to this Level will be final and non-grievable with the exception of arbitrary and capricious decisions.

- (8) Ph.D or D.Ed. (Level 12) - For advancement to this Level, an original transcript from an accredited college or university certifying that a Ph.D or D.Ed. Degree has been awarded will be required.

The criteria for advancement to each Vocational Track Education Level, are set forth below:

- (1) Vocational Trade (Level 1) - The employee must be certified by the Pennsylvania Civil Service Commission as qualified for employment in the relevant position.
- (2) Vocational I (Level 4) - For advancement to this Level, employees must meet the following requirements:
  - . Occupational Competency Tests - employees must pass the appropriate Occupational Competency Test, and;
  - . Experience/Administrative Equivalency - employees must furnish documentation to the Bureau of Correction Education to establish that they have (at least) two years of relevant wage earning experience beyond the apprentice level. In addition, employees must submit documentation to establish that they have earned the number and types of credits required by the Bureau of Correction Education for a Vocational I Administrative Equivalency. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.
- (3) Vocational II (Level 6) - For advancement to this Level employees, must meet the following requirements:
  - . Vocational I Prerequisite - employees must have satisfied the requirements for Educational Level 4, as set forth above, and;
  - . Credit Requirements for Vocational II/Vocational II Equivalency - employees must furnish documentation to the Bureau of Correction Education to establish that they have earned sixty (60) appropriate credits from an accredited college or university of the type required by the Department of Education. The credits must have been earned after the attainment of the Level 4 credentials, as

outlined in (2) above. Or alternatively, employees may advance to this Vocational Level by submitting documentation to establish that they have earned the number and types of credits required by the Bureau of Correction Education for a Vocational II Administrative Equivalency. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.

- (4) Vocational II (or Vocational II Equivalency) +24 Credits (Level 7) - For advancement to this Level, employees must furnish documentation to the Bureau of Correction Education to establish that they have earned twenty-four (24) appropriate credits from an accredited college or university of the type required by the Department of Education. The credits must have been earned after the attainment of the Level 6 credentials outlined in (3) above, and must be related, in the opinion of the Director of Correction Education, to the employee's current assignment. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.
- (5) Vocational II (or Vocational II Equivalency) +45 Credits (Level 9) - For advancement to this Level, employees must furnish documentation to the Bureau of Correction Education to establish that they have earned twenty-one (21) appropriate credits from an accredited college or university of the type required by the Department of Education. The credits must have been earned after the attainment of the Level 7 credentials outlined in (4) above, and must be related, in the opinion of the Director of Correction Education, to the employee's current assignment. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.

New Vocational Specialties - In the event the Employer determines it is necessary to add new Vocational Specialties to the existing complement, the Bureau of Correction Education will develop specific guidelines governing eligibility for employment in the new Vocational Specialty similar to those now in place for current vocational specialties. Guidelines for new Vocational Specialties will be discussed with the Association prior to their implementation. Education Level advancement for these, Vocational Instructors will be governed by I. F., as outlined above. For new vocational specialties where Occupational Competency Tests are not offered to non-enrolled applicants at locations) within the Commonwealth, Education Level movement will be governed by the following:

- A. Vocational Trade (Level 1) - The employee must be certified by the Pennsylvania Civil Service Commission as qualified for employment in the relevant position.
- B. Vocational I/Contract Administration Equivalency (Level 4) - When no Occupational Competency Test are available for a newly created Occupational Specialty, employees must furnish documentation to the Bureau of Correction Education to establish that

they have (at least) two years of relevant wage earning experience beyond the apprentice level, and; documentation to establish that they have earned eighteen (18) additional appropriate credits since the commencement of their employment at Level 1. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.

C. Vocational II/Contract Administration Equivalency (Level 6) -

- (1) Vocational I Prerequisite - employees must have satisfied the requirements for Educational Level 2, as set forth above, and;
- (2) Credit Requirements for Vocational II/Contract Administration Equivalency - employees must furnish documentation to the Bureau of Correction Education to establish that they have earned sixty (60) appropriate credits from an accredited college or university. The credits must have been earned after the attainment of the Level 4 credentials, as outlined in II. B., above. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.

D. Vocational II/Contract Administration Equivalency +24 Credits (Level 7) - employees must furnish documentation to the Bureau of Correction Education to establish that they have earned twenty-four (24) appropriate credits from an accredited college or university. The credits must have been earned after the attainment of the Level 6 credentials, as outlined in II. C., above. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.

E. Vocational II/Contract Administration Equivalency +45 Credits (Level 9) - employees must furnish documentation to the Bureau of Correction Education to establish that they have earned twenty-one (21) appropriate credits, from an accredited college or university. The credits must have been earned after the attainment of the Level 7 credentials, as outlined in II. D., above. An original transcript will be required, and the Bureau Director's decision regarding the acceptability of credits for movement to this Level shall be final and non-grievable with the exception of arbitrary and capricious decisions.

#### Miscellaneous Provisions

- A. Distinction between Undergraduate Credit Reimbursement and Advancement Criteria - The parties agree that unless specified in a future Agreement, the acceptance of undergraduate credits for tuition reimbursement shall not be construed to indicate that the undergraduate credits are acceptable for movement on the salary schedule.

- B. Certification of College Level Examination Program (CLEP) Results - The parties agree that in order for the results of CLEP Tests to be translated into credits acceptable for movement on the salary schedule, the test results must be certified as yielding a specific number of acceptable credits by an accredited college or university, and the credits must appear on an official transcript of an accredited college or university as credits actually awarded.
- C. Business Education Instructors - The Employer will continue to treat all Business Education Instructors as Academic Track employees.
- D. Occupational Competency Test Fees - Fees charged for required occupational competency tests will be reimbursable through the tuition reimbursement fund, provided sufficient money is available from the fund's current year allocation to process such reimbursements.
- E. Waiver of Occupational Competency Tests - Occupational competency tests will be waived on a one-time basis for current employees as of July 1, 1996, provided they meet all other requirements for movement on the salary schedule, as set forth above.

## APPENDIX A – EDUCATIONAL LEVELS

	Academic Track Education Level	Vocational Track Education Level
Education Level 1 – B	N/A	Vocational Instructors with up to 29 credits or CIVEA entrance level
Education Level 2	N/A	Vocational Instructors with 30-44 credits and passed appropriate Occupational Competency Test (OCT). Not Applicable for CIVEA employees
Education Level 3	N/A	Vocational Instructors with 45-59 credits and passed appropriate OCT. Not applicable for CIVEA employees
Education Level 4 - E	Bachelor's Degree	Vocational Instructors with 60-89 credits and passed appropriate OCT or for CIVEA employees with Vocational 1 Certificate
Education Level 5** - F	Bachelor's Degree +24 credits	N/A
Education Level 6 – G	Master's Degree or Equivalent* or Bachelor's Degree with PA Certification in Deaf Education	Vocational Instructors with 90-104 credits and passed appropriate OCT or for CIVEA employees with Vocational 2 Certificate
Education Level 7 – H	Master's Degree or Equivalent* +15 credits or Master's Degree with PA Certification in Deaf Education	Vocational Instructors with 105-119 credits and passed appropriate OCT or for CIVEA employees with Vocational 2 Certificate +24 credits
Education Level 8 – I	Master's Degree or Equivalent* +30 credits or Master's Degree +15 credits with PA Certification in Deaf Education	Vocational Instructors with 120-134 credits and passed appropriate OCT. Not applicable for CIVEA employees
Education Level 9 – J	Master's Degree or Equivalent* +45 credits or Master's Degree +30 credits with PA Certification in Deaf Education	Vocational Instructors with 135-149 credits and passes appropriate OCT or for CIVEA employees with Vocational 2 Certificate +45 credits
Education Level 10 – K	Master's Degree or Equivalent* +60 credits or Master's Degree +45 credits with PA Certification in Deaf Education	Vocational Instructors with 150-164 credits and passed appropriate OCT. Not applicable for CIVEA employees
Education Level 11	Master's Degree +60 credits with PA Certification in Deaf Education	N/A
Education Level 12 – M	Ph.D./Ed.D or Ph.D/Ed.D with PA Certification in Deaf Education	N/A

This chart summarizes but does not supersede the more specific requirements for Education Level Placement and Advancement set forth in proper labor contracts.

Any Institutional Music Teacher, Institutional Arts Teacher, or Institutional Crafts Teacher without academic degree will be placed at the Minimum Step of Educational Level 4.

Vocational Instructors hired after first full pay period April 2001 with Instructional 1 Certificate from Department of Education will be for pay purposes be placed on Academic Track.

\*: Including MECA: Masters Equivalency for Contract Administration for CIVEA bargaining unit only. Masters Equivalency for Contract Administration Purposes (MECA) is applicable only for employees hired in to the bargaining unit prior to July 1, 2016

\*\*.: For placement on the Unified Schedule, employees with a Bachelor's Degree +15 credits as of 4/2001 will be given a one time only grandfather to Education Level 5

COMMONWEALTH OF PENNSYLVANIA  
UNIFIED TEACHERS PAY SCHEDULE(CIVEA)  
EFFECTIVE THE FIRST DAY OF THE FIRST FULL PAY PERIOD IN JANUARY 2019  
PAY SCALE TYPE ED(PAY SCALE AREA TE)

APPENDIX B

PAY STEP	EDUCATION LEVEL A	EDUCATION LEVEL B	EDUCATION LEVEL C	EDUCATION LEVEL D	EDUCATION LEVEL E	EDUCATION LEVEL F	EDUCATION LEVEL G	EDUCATION LEVEL H	EDUCATION LEVEL I	EDUCATION LEVEL J	EDUCATION LEVEL K	EDUCATION LEVEL L	EDUCATION LEVEL M	
A	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	23.36 1868.80 48,738	1,900.61 49,568	1,918.87 50,044	1,937.35 50,526	1,955.90 51,010	1,986.54 51,809	2,017.14 52,607	2,085.05 54,378	2,155.52 56,216	2,228.30 58,114	2,265.99 59,097	2,282.44 59,526	2,304.49 60,101
B	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	23.89 1911.20 49,844	1,986.16 51,799	2,005.21 52,296	2,024.54 52,800	2,043.90 53,305	2,075.92 54,140	2,107.90 54,974	2,178.87 56,825	2,252.53 58,746	2,328.57 60,729	2,367.94 61,756	2,385.16 62,205	2,408.21 62,806
C	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	24.42 1953.60 50,950	2,075.50 54,129	2,095.44 54,649	2,115.64 55,176	2,135.89 55,704	2,169.36 56,577	2,202.76 57,448	2,276.92 59,382	2,353.87 61,389	2,433.36 63,462	2,474.50 64,535	2,492.48 65,004	2,516.56 65,632
D	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	24.97 1997.60 52,097	2,168.90 56,565	2,189.76 57,109	2,210.85 57,659	2,232.02 58,211	2,266.99 59,123	2,301.88 60,033	2,379.37 62,054	2,459.82 64,152	2,542.87 66,318	2,585.85 67,439	2,604.64 67,929	2,629.79 68,585
E	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	25.53 2042.40 53,266	2,266.53 59,111	2,288.27 59,678	2,310.31 60,253	2,332.44 60,830	2,368.98 61,783	2,405.48 62,735	2,486.46 64,847	2,570.51 67,039	2,657.29 69,302	2,702.22 70,474	2,721.86 70,986	2,748.16 71,672
F	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	26.11 2088.80 54,476	2,368.52 61,771	2,391.26 62,364	2,414.30 62,965	2,437.42 63,568	2,475.58 64,563	2,513.73 65,558	2,598.35 67,765	2,686.16 70,055	2,776.88 72,421	2,823.85 73,646	2,844.33 74,180	2,871.82 74,897
G	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	26.70 2136.00 55,707	2,475.08 64,550	2,498.85 65,170	2,522.93 65,798	2,547.09 66,428	2,587.00 67,469	2,626.84 68,508	2,715.26 70,814	2,807.06 73,208	2,901.84 75,680	2,950.92 76,960	2,972.32 77,518	3,001.04 78,267
H	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	27.30 2184.00 56,959	2,586.46 67,455	2,611.31 68,103	2,636.46 68,759	2,661.73 69,418	2,703.41 70,505	2,745.05 71,591	2,837.46 74,001	2,933.36 76,502	3,032.40 79,085	3,083.70 80,423	3,106.10 81,007	3,136.08 81,789
I	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	27.91 2232.80 58,231	2,702.88 70,491	2,728.83 71,168	2,755.10 71,853	2,781.48 72,541	2,825.08 73,678	2,868.56 74,812	2,965.15 77,331	3,065.38 79,945	3,168.87 82,644	3,222.47 84,042	3,245.86 84,652	3,277.22 85,470
J	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	28.54 2283.20 59,546	2,824.50 73,663	2,851.61 74,370	2,879.06 75,086	2,906.67 75,806	2,952.19 76,993	2,997.66 78,179	3,098.58 80,811	3,203.30 83,542	3,311.46 86,363	3,367.48 87,824	3,391.91 88,461	3,424.69 89,316
K	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	29.18 2334.40 60,881	2,951.61 76,978	2,979.95 77,717	3,008.63 78,465	3,037.46 79,217	3,085.05 80,458	3,132.55 81,697	3,238.00 84,447	3,347.47 87,302	3,460.47 90,249	3,519.02 91,776	3,544.56 92,442	3,578.80 93,335
L	HOURLY REGULAR BIWEEKLY* 12 MONTH ANNUAL****	29.84 2387.20 62,258	3,084.43 80,442	3,114.03 81,214	3,144.02 81,996	3,174.16 82,782	3,223.85 84,078	3,273.50 85,373	3,383.74 88,248	3,498.08 91,230	3,616.18 94,310	3,677.38 95,906	3,704.06 96,602	3,739.84 97,535
M	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	30.51 2440.80 63,656	3,200.00 82,000	3,230.00 82,800	3,260.00 83,600	3,290.00 84,400	3,320.00 85,200	3,350.00 86,000	3,400.00 87,600	3,450.00 89,200	3,500.00 90,800	3,550.00 92,400	3,600.00 94,000	3,650.00 95,200
N	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	31.20 2496.00 65,096	3,320.00 84,800	3,350.00 85,600	3,380.00 86,400	3,410.00 87,200	3,440.00 88,000	3,470.00 88,800	3,520.00 90,400	3,570.00 92,000	3,620.00 93,600	3,670.00 94,800	3,720.00 96,000	3,770.00 97,200
O	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	31.90 2552.00 66,556	3,440.00 86,400	3,470.00 87,200	3,500.00 88,000	3,530.00 88,800	3,560.00 89,600	3,590.00 90,400	3,640.00 92,000	3,690.00 93,600	3,740.00 95,200	3,790.00 96,400	3,840.00 97,200	3,890.00 98,000
P	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	32.61 2608.80 68,038	3,560.00 88,000	3,590.00 88,800	3,620.00 89,600	3,650.00 90,400	3,680.00 91,200	3,710.00 92,000	3,760.00 93,600	3,810.00 95,200	3,860.00 96,400	3,910.00 97,200	3,960.00 98,000	4,010.00 98,800
Q	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	33.35 2668.00 69,581	3,680.00 90,400	3,710.00 91,200	3,740.00 92,000	3,770.00 92,800	3,800.00 93,600	3,830.00 94,400	3,880.00 96,000	3,930.00 97,600	3,980.00 99,200	4,030.00 100,000	4,080.00 100,800	4,130.00 101,600
R	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	34.10 2728.00 71,146	3,800.00 92,800	3,830.00 93,600	3,860.00 94,400	3,890.00 95,200	3,920.00 96,000	3,950.00 96,800	3,990.00 98,400	4,040.00 100,000	4,090.00 101,600	4,140.00 103,200	4,190.00 104,000	4,240.00 104,800
S	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	34.87 2789.60 72,753	3,920.00 95,200	3,950.00 96,000	3,980.00 96,800	4,010.00 97,600	4,040.00 98,400	4,070.00 99,200	4,110.00 100,800	4,160.00 102,400	4,210.00 104,000	4,260.00 105,200	4,310.00 106,000	4,360.00 106,800
T	HOURLY REGUALR BIWEEKLY* 12 MONTH ANNUAL****	35.65 2852.00 74,380	4,040.00 97,600	4,070.00 98,400	4,100.00 99,200	4,130.00 100,000	4,160.00 100,800	4,190.00 101,600	4,230.00 103,200	4,280.00 104,800	4,330.00 106,400	4,380.00 107,200	4,430.00 108,000	4,480.00 108,800

\* : The Regular Biweekly is the base rate. This rate applies to instructors employed for a full academic year and who receive their Academic Annual salary distributed over 22 biweekly pay periods.  
\*\*\*\*: The 12 Month annual is derived by multiplying the Regular Biweekly by 26.08 and rounding to the nearest dollar.  
Education level A(PR 6.5) is for Correstions Activities Specialists only.

## Corrections Activities Specialist Compaction Process October 2019

Pay Step Before Compaction	CAS Annual	Pay Step After Compaction	Oct 2019 Annual
A	\$ 48,738	A	\$ 49,844
B	\$ 49,844	B	\$ 52,075
C	\$ 50,950	B	\$ 52,075
D	\$ 52,097	C	\$ 54,306
E	\$ 53,266	C	\$ 54,306
F	\$ 54,476	D	\$ 56,537
G	\$ 55,707	D	\$ 56,537
H	\$ 56,959	E	\$ 58,768
I	\$ 58,231	E	\$ 58,768
J	\$ 59,546	F	\$ 60,999
K	\$ 60,881	F	\$ 60,999
L	\$ 62,258	G	\$ 63,230
M	\$ 63,656	H	\$ 65,461
N	\$ 65,096	H	\$ 65,461
O	\$ 66,556	I	\$ 67,692
P	\$ 68,038	J	\$ 69,923
Q	\$ 69,581	J	\$ 69,923
R	\$ 71,146	K	\$ 72,154
S	\$ 72,753	L	\$ 74,380
T	\$ 74,380	L	\$ 74,380

COMMONWEALTH OF PENNSYLVANIA  
UNIFIED TEACHERS PAY SCHEDULE (CIVEA)  
EFFECTIVE FIRST DAY OF THE FIRST FULL PAY PERIOD OCTOBER 2019  
PAY SCALE TYPE ED (PAY SCALE AREA TE)

APPENDIX D

PAY STEP (SAP CODE)		EDUCATION LEVEL A	EDUCATION LEVEL B	EDUCATION LEVEL E	EDUCATION LEVEL F	EDUCATION LEVEL G	EDUCATION LEVEL H	EDUCATION LEVEL I	EDUCATION LEVEL J	EDUCATION LEVEL K	EDUCATION LEVEL M
<b>1</b> (A)	HOURLY	25.14									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2011.20 52,452	2,000.42 52,171	2,055.71 53,613	2,086.35 54,412	2,116.95 55,210	2,184.85 56,981	2,255.33 58,819	2,328.11 60,717	2,365.80 61,700	2,404.29 62,704
<b>2</b> (B)	HOURLY	26.21									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2096.80 54,685	2,085.97 54,402	2,143.71 55,908	2,175.73 56,743	2,207.71 57,577	2,278.68 59,428	2,352.34 61,349	2,428.37 63,332	2,467.75 64,359	2,508.01 65,409
<b>3</b> (C)	HOURLY	27.28									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2182.40 56,917	2,175.31 56,732	2,235.70 58,307	2,269.17 59,180	2,302.57 60,051	2,376.73 61,985	2,453.68 63,992	2,533.17 66,065	2,574.31 67,138	2,616.37 68,235
<b>4</b> (D)	HOURLY	28.35									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2268.00 59,149	2,268.71 59,168	2,331.83 60,814	2,366.79 61,726	2,401.69 62,636	2,479.18 64,657	2,559.62 66,755	2,642.68 68,921	2,685.66 70,042	2,729.60 71,188
<b>5</b> (E)	HOURLY	29.42									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2353.60 61,382	2,366.33 61,714	2,432.25 63,433	2,468.79 64,386	2,505.29 65,338	2,586.27 67,450	2,670.32 69,642	2,757.09 71,905	2,802.03 73,077	2,847.97 74,275
<b>6</b> (F)	HOURLY	30.49									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2439.20 63,614	2,468.33 64,374	2,537.23 66,171	2,575.38 67,166	2,613.54 68,161	2,698.16 70,368	2,785.97 72,658	2,876.69 75,024	2,923.66 76,249	2,971.63 77,500
<b>7</b> (G)	HOURLY	31.56									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2524.80 65,847	2,574.88 67,153	2,646.89 69,031	2,686.81 70,072	2,726.65 71,111	2,815.07 73,417	2,906.86 75,811	3,001.65 78,283	3,050.73 79,563	3,100.84 80,870
<b>8</b> (H)	HOURLY	32.63									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2610.40 68,079	2,686.27 70,058	2,761.54 72,021	2,803.22 73,108	2,844.86 74,194	2,937.27 76,604	3,033.17 79,105	3,132.21 81,688	3,183.51 83,026	3,235.89 84,392
<b>9</b> (I)	HOURLY	33.70									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2696.00 70,312	2,802.68 73,094	2,881.29 75,144	2,924.88 76,281	2,968.37 77,415	3,064.95 79,934	3,165.18 82,548	3,268.67 85,247	3,322.28 86,645	3,377.03 88,073
<b>10</b> (J)	HOURLY	34.77									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2781.60 72,544	2,924.31 76,266	3,006.48 78,409	3,051.99 79,596	3,097.47 80,782	3,198.39 83,414	3,313.46 86,415	3,411.27 88,966	3,467.29 90,427	3,524.50 91,919
<b>11</b> (K)	HOURLY	35.84									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2867.20 74,777	3,051.42 79,581	3,137.27 81,820	3,184.85 83,061	3,232.36 84,300	3,337.81 87,050	3,447.28 89,905	3,560.28 92,852	3,618.83 94,379	3,678.60 95,938
<b>12</b> (L)	HOURLY	36.90									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2952.00 76,988	3,184.24 83,045	3,273.96 85,385	3,323.66 86,681	3,373.31 87,976	3,483.55 90,851	3,597.89 93,833	3,715.99 96,913	3,777.19 98,509	3,839.65 100,138

\* : The Regular Biweekly is the base rate. This rate applies to instructors employed for a full academic year and who receive their Academic Annual salary distributed over 22 biweekly pay periods.

\*\*\*\*: The 12 Month annual is derived by multiplying the Regular Biweekly by 26.08 and rounding to the nearest dollar.

Education level A is for Corrections Activities Specialists only.

COMMONWEALTH OF PENNSYLVANIA  
UNIFIED TEACHERS PAY SCHEDULE (CIVEA)  
EFFECTIVE FIRST DAY OF THE FIRST FULL PAY PERIOD JANUARY 2021  
PAY SCALE TYPE ED (PAY SCALE AREA TE)

APPENDIX E

PAY STEP (SAP CODE)		EDUCATION LEVEL A	EDUCATION LEVEL B	EDUCATION LEVEL E	EDUCATION LEVEL F	EDUCATION LEVEL G	EDUCATION LEVEL H	EDUCATION LEVEL I	EDUCATION LEVEL J	EDUCATION LEVEL K	EDUCATION LEVEL M
<b>1</b> (A)	HOURLY	25.63									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2050.40 53,474	2,039.08 53,179	2,094.37 54,621	2,125.00 55,420	2,155.60 56,218	2,223.51 57,989	2,293.98 59,827	2,366.76 61,725	2,404.45 62,708	2,442.95 63,712
<b>2</b> (B)	HOURLY	26.69									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2135.20 55,686	2,124.62 55,410	2,182.37 56,916	2,214.38 57,751	2,246.36 58,585	2,317.34 60,436	2,390.99 62,357	2,467.03 64,340	2,506.41 65,367	2,546.67 66,417
<b>3</b> (C)	HOURLY	27.76									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2220.80 57,918	2,213.96 57,740	2,274.35 59,315	2,307.83 60,188	2,341.22 61,059	2,415.38 62,993	2,492.34 65,000	2,571.82 67,073	2,612.96 68,146	2,655.03 69,243
<b>4</b> (D)	HOURLY	28.83									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2306.40 60,151	2,307.37 60,176	2,370.48 61,822	2,405.45 62,734	2,440.34 63,644	2,517.83 65,665	2,598.28 67,763	2,681.33 69,929	2,724.31 71,050	2,768.26 72,196
<b>5</b> (E)	HOURLY	29.90									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2392.00 62,383	2,404.99 62,722	2,470.90 64,441	2,507.44 65,394	2,543.95 66,346	2,624.93 68,458	2,708.98 70,650	2,795.75 72,913	2,840.69 74,085	2,886.62 75,283
<b>6</b> (F)	HOURLY	30.97									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2477.60 64,616	2,506.98 65,382	2,575.89 67,179	2,614.04 68,174	2,652.19 69,169	2,736.81 71,376	2,824.62 73,666	2,915.34 76,032	2,962.31 77,257	3,010.28 78,508
<b>7</b> (G)	HOURLY	32.04									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2563.20 66,848	2,613.54 68,161	2,685.55 70,039	2,725.46 71,080	2,765.30 72,119	2,853.72 74,425	2,945.52 76,819	3,040.30 79,291	3,089.38 80,571	3,139.50 81,878
<b>8</b> (H)	HOURLY	33.11									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2648.80 69,081	2,724.93 71,066	2,800.20 73,029	2,841.88 74,116	2,883.52 75,202	2,975.93 77,612	3,071.82 80,113	3,170.86 82,696	3,222.17 84,034	3,274.54 85,400
<b>9</b> (I)	HOURLY	34.18									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2734.40 71,313	2,841.34 74,102	2,919.94 76,152	2,963.54 77,289	3,007.02 78,423	3,103.61 80,942	3,203.84 83,556	3,307.33 86,255	3,360.93 87,653	3,415.69 89,081
<b>10</b> (J)	HOURLY	35.25									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2820.00 73,546	2,962.96 77,274	3,045.13 79,417	3,090.65 80,604	3,136.12 81,790	3,237.04 84,422	3,341.76 87,153	3,449.93 89,974	3,505.95 91,435	3,563.16 92,927
<b>11</b> (K)	HOURLY	36.32									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2905.60 75,778	3,090.07 80,589	3,175.92 82,828	3,223.51 84,069	3,271.02 85,308	3,376.46 88,058	3,485.93 90,913	3,598.93 93,860	3,657.48 95,387	3,717.26 96,946
<b>12</b> (L)	HOURLY	37.39									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2991.20 78,010	3,222.90 84,053	3,312.62 86,393	3,362.31 87,689	3,411.97 88,984	3,522.20 91,859	3,636.55 94,841	3,754.64 97,921	3,815.84 99,517	3,878.30 101,146

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Education level A is for Corrections Activities Specialists only.

COMMONWEALTH OF PENNSYLVANIA  
UNIFIED TEACHERS PAY SCHEDULE (CIVEA)  
EFFECTIVE FIRST DAY OF THE FIRST FULL PAY PERIOD OCTOBER 2021  
PAY SCALE TYPE ED (PAY SCALE AREA TE)

APPENDIX F

PAY STEP (SAP CODE)		EDUCATION LEVEL A	EDUCATION LEVEL B	EDUCATION LEVEL E	EDUCATION LEVEL F	EDUCATION LEVEL G	EDUCATION LEVEL H	EDUCATION LEVEL I	EDUCATION LEVEL J	EDUCATION LEVEL K	EDUCATION LEVEL M
<b>1</b> (A)	HOURLY	26.28									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2102.40 54,831	2,091.15 54,537	2,146.44 55,979	2,177.07 56,778	2,207.67 57,576	2,275.58 59,347	2,346.06 61,185	2,418.83 63,083	2,456.52 64,066	2,495.02 65,070
<b>2</b> (B)	HOURLY	27.35									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2188.00 57,063	2,176.69 56,768	2,234.44 58,274	2,266.45 59,109	2,298.43 59,943	2,369.41 61,794	2,443.06 63,715	2,519.10 65,698	2,558.48 66,725	2,598.74 67,775
<b>3</b> (C)	HOURLY	28.41									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2272.80 59,275	2,266.03 59,098	2,326.42 60,673	2,359.90 61,546	2,393.29 62,417	2,467.45 64,351	2,544.41 66,358	2,623.89 68,431	2,665.03 69,504	2,707.10 70,601
<b>4</b> (D)	HOURLY	29.48									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2358.40 61,507	2,359.44 61,534	2,422.55 63,180	2,457.52 64,092	2,492.41 65,002	2,569.90 67,023	2,650.35 69,121	2,733.40 71,287	2,776.38 72,408	2,820.33 73,554
<b>5</b> (E)	HOURLY	30.55									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2444.00 63,740	2,457.06 64,080	2,522.97 65,799	2,559.51 66,752	2,596.02 67,704	2,677.00 69,816	2,761.05 72,008	2,847.82 74,271	2,892.76 75,443	2,938.69 76,641
<b>6</b> (F)	HOURLY	31.62									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2529.60 65,972	2,559.05 66,740	2,627.96 68,537	2,666.11 69,532	2,704.26 70,527	2,788.88 72,734	2,876.69 75,024	2,967.41 77,390	3,014.38 78,615	3,062.35 79,866
<b>7</b> (G)	HOURLY	32.69									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2615.20 68,204	2,665.61 69,519	2,737.62 71,397	2,777.53 72,438	2,817.37 73,477	2,905.79 75,783	2,997.59 78,177	3,092.37 80,649	3,141.45 81,929	3,191.57 83,236
<b>8</b> (H)	HOURLY	33.76									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2700.80 70,437	2,777.00 72,424	2,852.27 74,387	2,893.95 75,474	2,935.59 76,560	3,028.00 78,970	3,123.89 81,471	3,222.93 84,054	3,274.24 85,392	3,326.61 86,758
<b>9</b> (I)	HOURLY	34.83									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2786.40 72,669	2,893.41 75,460	2,972.01 77,510	3,015.61 78,647	3,059.09 79,781	3,155.68 82,300	3,255.91 84,914	3,359.40 87,613	3,413.00 89,011	3,467.76 90,439
<b>10</b> (J)	HOURLY	35.90									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2872.00 74,902	3,015.03 78,632	3,097.20 80,775	3,142.72 81,962	3,188.19 83,148	3,289.11 85,780	3,393.83 88,511	3,501.99 91,332	3,558.02 92,793	3,615.23 94,285
<b>11</b> (K)	HOURLY	36.97									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2957.60 77,134	3,142.14 81,947	3,227.99 84,186	3,275.58 85,427	3,323.09 86,666	3,428.53 89,416	3,538.00 92,271	3,651.00 95,218	3,709.55 96,745	3,769.33 98,304
<b>12</b> (L)	HOURLY	38.04									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	3043.20 79,367	3,274.97 85,411	3,364.69 87,751	3,414.38 89,047	3,464.04 90,342	3,574.28 93,217	3,688.62 96,199	3,806.71 99,279	3,867.91 100,875	3,930.37 102,504

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Education level A is for Corrections Activities Specialists only.

COMMONWEALTH OF PENNSYLVANIA  
UNIFIED TEACHERS PAY SCHEDULE (CIVEA)  
EFFECTIVE FIRST DAY OF THE FIRST FULL PAY PERIOD JANUARY 2023  
PAY SCALE TYPE ED (PAY SCALE AREA TE)

APPENDIX G

PAY STEP (SAP CODE)		EDUCATION LEVEL A	EDUCATION LEVEL B	EDUCATION LEVEL E	EDUCATION LEVEL F	EDUCATION LEVEL G	EDUCATION LEVEL H	EDUCATION LEVEL I	EDUCATION LEVEL J	EDUCATION LEVEL K	EDUCATION LEVEL M
<b>1</b> (A)	HOURLY	26.94									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2155.20 56,208	2,144.14 55,919	2,199.43 57,361	2,230.07 58,160	2,260.66 58,958	2,328.57 60,729	2,399.05 62,567	2,471.82 64,465	2,509.51 65,448	2,548.01 66,452
<b>2</b> (B)	HOURLY	28.01									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2240.80 58,440	2,229.68 58,150	2,287.43 59,656	2,319.44 60,491	2,351.42 61,325	2,422.40 63,176	2,496.05 65,097	2,572.09 67,080	2,611.47 68,107	2,651.73 69,157
<b>3</b> (C)	HOURLY	29.08									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2326.40 60,673	2,319.02 60,480	2,379.41 62,055	2,412.89 62,928	2,446.28 63,799	2,520.44 65,733	2,597.40 67,740	2,676.88 69,813	2,718.03 70,886	2,760.09 71,983
<b>4</b> (D)	HOURLY	30.15									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2412.00 62,905	2,412.43 62,916	2,475.54 64,562	2,510.51 65,474	2,545.40 66,384	2,622.90 68,405	2,703.34 70,503	2,786.39 72,669	2,829.38 73,790	2,873.32 74,936
<b>5</b> (E)	HOURLY	31.22									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2497.60 65,137	2,510.05 65,462	2,575.96 67,181	2,612.50 68,134	2,649.01 69,086	2,729.99 71,198	2,814.04 73,390	2,900.81 75,653	2,945.75 76,825	2,991.68 78,023
<b>6</b> (F)	HOURLY	32.29									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2583.20 67,370	2,612.04 68,122	2,680.95 69,919	2,719.10 70,914	2,757.25 71,909	2,841.88 74,116	2,929.68 76,406	3,020.40 78,772	3,067.37 79,997	3,115.34 81,248
<b>7</b> (G)	HOURLY	33.35									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2668.00 69,581	2,718.60 70,901	2,790.61 72,779	2,830.53 73,820	2,870.36 74,859	2,958.78 77,165	3,050.58 79,559	3,145.36 82,031	3,194.44 83,311	3,244.56 84,618
<b>8</b> (H)	HOURLY	34.42									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2753.60 71,814	2,829.99 73,806	2,905.26 75,769	2,946.94 76,856	2,988.58 77,942	3,080.99 80,352	3,176.88 82,853	3,275.92 85,436	3,327.23 86,774	3,379.61 88,140
<b>9</b> (I)	HOURLY	35.49									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2839.20 74,046	2,946.40 76,842	3,025.00 78,892	3,068.60 80,029	3,112.08 81,163	3,208.67 83,682	3,308.90 86,296	3,412.39 88,995	3,465.99 90,393	3,520.75 91,821
<b>10</b> (J)	HOURLY	36.56									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	2924.80 76,279	3,068.03 80,014	3,150.20 82,157	3,195.71 83,344	3,241.18 84,530	3,342.11 87,162	3,446.82 89,893	3,554.99 92,714	3,611.01 94,175	3,668.22 95,667
<b>11</b> (K)	HOURLY	37.63									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	3010.40 78,511	3,195.13 83,329	3,280.99 85,568	3,328.57 86,809	3,376.08 88,048	3,481.52 90,798	3,590.99 93,653	3,703.99 96,600	3,762.54 98,127	3,822.32 99,686
<b>12</b> (L)	HOURLY	38.70									
	REGULAR BIWEEKLY* 12 MONTH ANNUAL****	3096.00 80,744	3,327.96 86,793	3,417.68 89,133	3,467.37 90,429	3,517.03 91,724	3,627.27 94,599	3,741.61 97,581	3,859.70 100,661	3,920.90 102,257	3,983.36 103,886

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Education level A is for Corrections Activities Specialists only.

**APPENDIX H**  
**LIST OF UNIT CLASSIFICATIONS**

<u>CODE</u>	<u>CLASS TITLE</u>
20021	Intermittent Institutional Music Teacher
20041	Intermittent Institutional Art Teacher
20051	Intermittent Institutional Crafts Teacher
2401A	Building Trade/Construction Occupation Trades Teacher, Correction Education (Air Conditioning and Refrigeration)
2401B	Building Trade/Construction Occupation Trades Teacher, Correction Education (Building Trades/Custodial Maintenance and Repair)
2401C	Building Trade/Construction Occupation Trades Teacher, Correction Education (Construction Cluster/Building Trades)
2401D	Building Trade/Construction Occupation Trades Teacher, Correction Education (Carpentry)
2401F	Building Trade/Construction Occupation Trades Teacher, Correction Education (Masonry)
2401G	Building Trade/Construction Occupation Trades Teacher, Correction Education (Landscape Design/Horticulture)
2401H	Building Trade/Construction Occupation Trades Teacher, Correction Education (Plumbing and Heating)
2402A	Automotive Maintenance/Repair Occupations Teacher – Correction Education (Auto Body Repair)
2402B	Automotive Maintenance/Repair Occupations Teacher – Correction Education Auto (Mechanics/Inspection/Technology)
2402C	Automotive Maintenance/Repair Occupations Teacher – Correction Education (Small Gas/Engine Repair)
24030	Business Occupations Teacher, Correction Education
2404A	Electrical/Electronic Skills Occupation Teacher – Correction Education (Electronics)
2404B	Electrical/Electronic Skills Occupation Teacher – Correction Education (Electricity)
2404C	Electrical/Electronic Skills Occupation Teacher – Correction Education (Computer Technology)
2404F	Electrical/Electronic Skills Occupation Teacher – Correction Education (Computer Repair)
2405A	Mechanical Trades Occupations Teacher – Correction Education (Drafting/Computer Aided Design)
2405C	Mechanical Trades Occupations Teacher – Correction Education (Commercial Art/Printing/ Photography)
2406B	Metal Working Occupations Teacher – Correction Education (Welding)
2406C	Metal Working Occupations Teacher – Correction Education (Machine Shop)
2407C	Service Occupations Teacher – Correction Education (Optical Assistant/Eye Glass Preparation)

<u>CODE</u>	<u>CLASS TITLE</u>
2407D	Service Occupations Teacher – Correction Education (Home Economics)
2407G	Service Occupations Teacher – Correction Education (Upholstery/Furniture Refinishing)
2407H	Service Occupations Teacher – Correction Education (Restaurant Trades)
2407I	Service Occupations Teacher – Correction Education (Warehouse Operations/Material Handling)
24080	Health and Physical Education Teacher, Correction Education
24090	Permanent Part-Time Teacher/Counselor
2411A	Intermittent Building Trade/Construction Occupation Trades Teacher – Correction Education (Air Conditioning and Refrigeration)
2411B	Intermittent Building Trade/Construction Occupation Trades Teacher – Correction Education (Building Trades/Custodial Maintenance and Repair)
2411C	Intermittent Building Trade/Construction Occupation Trades Teacher – Correction Education (Construction Cluster/Building Trades)
2411D	Intermittent Building Trade/Construction Occupation Trades Teacher – Correction Education (Carpentry)
2411F	Intermittent Building Trade/Construction Occupation Trades Teacher – Correction Education (Masonry)
2411G	Intermittent Building Trade/Construction Occupation Trades Teacher – Correction Education (Landscape Design/Horticulture)
2411H	Intermittent Building Trade/Construction Occupation Trades Teacher – Correction Education (Plumbing and Heating)
2412B	Intermittent Automotive Maintenance/Repair Occupations Teacher – Correction Education (Auto Mechanics/Inspection/Technology)
2412C	Intermittent Automotive Maintenance/Repair Occupations Teacher – Correction Education (Small Gas/Engine Repair)
2413A	Intermittent Business Occupations Teacher – Correction Education (Business Education)
2413D	Intermittent Business Occupations Teacher – Correction Education (Typing)
2414A	Intermittent Electrical/Electronic Skills Occupations Teacher – Correction Education (Electronics)
2414B	Intermittent Electrical/Electronic Skills Occupations Teacher – Correction Education (Electricity)
2414F	Intermittent Electrical/Electronic Skills Occupations Teacher – Correction Education (Computer Repair)
2415A	Intermittent Mechanical Trades Occupations Teacher – Correction Education (Drafting/Computer Aided Design)
2415C	Intermittent Mechanical Trades Occupations Teacher – Correction Education (Commercial Arts/Printing/Photography)
2416B	Intermittent Metal Working Occupations Teacher – Correction Education (Welding)
2417H	Intermittent Service Occupations Teacher – Correction Education (Restaurant Trades)

<u>CODE</u>	<u>CLASS TITLE</u>
2417I	Intermittent Service Occupations Teacher – Correction Education (Warehouse Operations/Materiel Handling)
25900	Adult Basic Education Teacher, Correction Education
25901	Intermittent Adult Basic Education Teacher, Correction Education
25920	Special Education Teacher, Correction Education
25950	Educational Guidance Counselor, Correction Education
25951	Intermittent Educational Guidance Counselor, Correction Education
42800	Corrections Activities Specialist
42801	Intermittent Corrections Activities Specialist

## **APPENDIX I**

### RULES OF THE ACCELERATED GRIEVANCE PROCEDURE

#### **RULE 1. THE JOINT PENNSYLVANIA STATE COMMITTEE (Committee)**

##### Section 1. Function

It shall be the sole purpose of the Committee to hear unresolved grievances from Step 1 of the grievance procedures set forth in the parties' collective bargaining agreements for the Instructional, Tenured (PERA-R-1363-C); Instructional, Non-Tenured (PERA-R-91-196-C); and the Adult Correction Education [CIVEA] (PERA-R-11-593-C) units. The Committee shall have the authority to render final and binding decisions on all grievances properly brought before them.

##### Section 2. Composition

The Committee shall be made up of an equal number of representatives selected by the respective parties, with half being designated by the Association, and half being designated by the Commonwealth - from persons not directly involved in the case. Each Committee Panel will consist of a total of six (6) members. In addition, each party shall designate one of its Committee representatives as a Co-Chairperson for the purpose of ensuring the orderly execution of the established procedures.

#### **RULE 2. COMMITTEE MEETINGS**

##### Section 1. Time and Place

The Committee shall meet in accordance with the schedule mutually developed by the parties. Unless the docket includes a case involving a discharge or continuing liability, the Committee will not, however, meet (except by mutual agreement) in any month in which there are four or fewer cases docketed.

##### Section 2. Meeting Dockets

A docket indicating the cases scheduled to be heard at each Committee meeting will be furnished by the designated docketing representative at least thirty (30) calendar days prior to the date of each meeting. Copies are to be provided to the Office of Administration (Bureau of Employee Relations); Association, Mechanicsburg office; and the appropriate agency (or agencies).

Once the docket has been prepared by the docketing representative and distributed to all interested parties, no additional cases can be added to the docket for that meeting, unless agreed upon by the parties. If the Co-Chairperson of the Association or the Co-Chairperson of the Commonwealth mutually agree that a case may be heard by the Committee on short notice, then such case will be placed on a supplemental docket prior to the Committee meeting.

A discharged employee, or employees in cases of conflicting seniority claims, shall be notified by the Association within a reasonable time prior to the hearing of the time and place of the grievance meeting, and of the employee's rights, including the right to be present at such hearing. In the event the Association does not give notice to the employee, the Committee nevertheless, may in its discretion hear and decide the case. However, in the event the case is not heard, no further liability shall accrue to the Commonwealth.

### RULE 3. PROCEDURE ON GRIEVANCES

#### Section 1. Filing of Grievances

The grievance shall be reduced to writing by the Association. Copies of same shall be submitted to the docketing agent, with copies to the Office of Administration (Bureau of Employee Relations); Association, Harrisburg office; and the appropriate agency.

#### Section 2. Selection of Panel

The Association and the Commonwealth will designate their respective Co-Chairpersons prior to the start of each meeting. The position of Acting Chairperson for each Committee Meeting will be alternately filled by each side. Each Co-Chairperson shall select his/her panel members to hear each case on the docket. Any Joint Committee panel hearing a case shall consist of three (3) representatives designated by each party.

In the event any case on the docket affects the work location of any member of the panel, then such panel member shall be removed from the panel for that case, and the appropriate Co-Chairperson shall appoint another member of his/her group to the Committee to hear that particular case.

#### Section 3. Settlements

If a case, after being placed on the Committee's docket for a particular meeting, is settled by the parties involved, each party shall inform the co-chairpersons of the Committee of the settlement before the meeting when such case is scheduled to be heard.

#### Section 4. Postponement of Cases

Postponement of cases on the agenda of the Committee will be permitted only once for each party. Notice of a postponement shall be given to the other party by the fastest possible method of communication upon knowledge of the need to postpone. No subsequent postponements by that party will be permitted by the Committee.

Either party wishing to exercise their respective postponement shall do so no later than ten (10) calendar days prior to the scheduled meeting date, unless emergency circumstances arise. In the

event emergency circumstances arise, the respective co-chairpersons shall review the circumstances and be empowered to authorize a committee postponement.

Section 5.      Default

In the event either party in a dispute fails to appear before the Committee, or a panel thereof, without an authorized postponement, the Committee shall render a default decision in favor of the appearing party. If either party in a case which is scheduled to be heard at a particular meeting fails to appear at the time their case is called, that case will be moved to the end of the docket and will be called again after all of the cases preceding it have been heard. At that time, when the case is called for the second time, if the party again fails to appear, the Committee shall render a default decision in favor of the appearing party.

RULE 4.      OPERATION OF COMMITTEE

Section 1.      Rules

The operation of the Committee shall be in accordance with these Rules of Procedure and such other rules as may from time to time be adopted by mutual agreement between the parties. Such other rules shall be established by a majority vote of the Committee provided; however, both the Association and the Commonwealth members of the Committee have equal voting power. Whenever an addition or amendment to these Rules of Procedure, or other rules duly adopted, is proposed, it shall be presented in writing to the Committee at a regularly scheduled meeting of the Committee and voted upon at the following meeting.

Section 2.      Order of Cases

Docketed discharge cases will be heard during the time period scheduled for the committee. All other cases will be heard by the Committee in the order in which the Chairpersons mutually agree.

Section 3.      Hearings

In the hearing of a case, either party may present any evidence bearing on the facts of the particular case, and may present testimony of witnesses either in person or by written witness statements. However, these statements must contain the following statement:

"THE FOLLOWING STATEMENT IS BEING GIVEN BY ME FREELY AND WITHOUT COERCION FOR OFFICIAL COMMONWEALTH BUSINESS AND WILL BE CONSIDERED FOR ALL PURPOSES, INCLUDING ACTIONS UNDER THE STATUTES OF THIS COMMONWEALTH, JUST AS THOUGH IT HAD BEEN SWORN OR AFFIRMED BEFORE A COURT OF LAW OR FORMAL ARBITRATION PANEL."

Unless otherwise agreed to by the parties in any specific case, these statements will not be admissible as direct testimony at any arbitration hearing.

All evidence to be presented must be made known to the other party within a reasonable time prior to the hearing, **HOWEVER, NO LATER THAN FORTY-EIGHT (48) HOURS PRIOR TO THE SCHEDULED MEETING OF THE COMMITTEE. THE FOLLOWING ARE THE ONLY PERMISSIBLE EXCEPTIONS: BARGAINING HISTORY, PRECEDENT SETTING ARBITRATION AWARDS, PRECEDENT SETTING SETTLEMENTS, COURT DECISIONS, AND LABOR BOARD DECISIONS.** Failure to comply with this rule by either party, shall constitute grounds for the Committee to refuse to consider the evidence in question if an objection to its introduction is raised. During the hearing, only panel members, alternate members of the Committee, the parties presenting the case, and those directly involved in the specific case being heard, shall be allowed to sit in the immediate area where the hearing is being conducted. Other members of the Committee, except for the designated panel hearing the case, shall not participate in the presentation, the discussion, or the questioning.

In discharge, involuntary demotion, suspension and reprimand cases, the Commonwealth must present its evidence first; in all other cases, the Association will present its evidence first. Each party shall declare, prior to the presentation of its case, whether there will be co-presenter on the respective case. The number of co-presenters shall be limited to two (2) individuals, and a co-presenter shall only supplement the presentation of the case in chief. Both sides will have an opportunity to summarize and rebut, however, when co-presenters are used, only one (1) of the co-presenters may respond during the Summation and Rebuttal portion of the presentation. After each party has presented its case and its official rebuttal testimony, the panel members will be free to ask questions of the parties. After such questioning, the panel of the Committee will retire to executive session and will vote, and thereby render its decision. Voting by a show of hands will be deemed to be sufficient. When the panel goes into executive session in order to decide the case, all others must retire from the room. After a decision has been reached by a majority vote of the panel, the decision shall be reduced in writing and provided to the parties in a manner agreed upon by the Committee.

#### Section 4. Recess

A recess may be requested by either party during the hearing of a case. However, if such request is granted by the Acting Chairperson, it shall not exceed one hour. The Acting Chairperson may also call for recess at any time, but such recess not to exceed one hour in duration.

#### Section 5. Minutes

The designated Secretary of the Committee shall prepare written minutes of each committee meeting, briefly outlining the facts and the decision reached by the Committee in each case heard. Copies of all such minutes and decisions shall be provided to the Association, the Office of Administration (Bureau of Employee Relations), and the appropriate agencies. Such minutes will be approved and signed by the Co-Chairmen at the next meeting of the Committee and will form the official record of the Committee action.

**APPENDIX J**  
**DEPARTMENT OF CORRECTIONS**  
**DRUG AND ALCOHOL TESTING PROGRAM**

**1. POLICY**

**a.** Employees of the Department of Corrections are required to participate in the Drug and Alcohol Testing Program, as outlined below.

**b.** The following controlled substance and alcohol testing is required:

- 1) Reasonable Suspicion
- 2) Return-to-duty
- 3) Follow-up

**c.** The split sample collection method will be used for urine samples for purposes of testing for controlled substances. The breath alcohol testing method administered by a trained Breath Alcohol Technician (BAT) using an Evidential Breath Testing device (EBT), will be used for the alcohol testing.

**d. Prohibitions for controlled substances.**

**No employee shall:**

1) Perform work when using or being under the influence of any controlled substance, except under instruction of a physician who has advised the employee that the substance does not adversely affect the employee's ability to safely perform the employee's job duties.

2) Perform work if the employee tests positive for controlled substances.

3) Refuse to submit to a controlled substance test.

**e. Prohibitions for alcohol**

**No employee shall:**

1) Perform work while being under the influence of alcohol as defined by g. and h. below.

2) Perform work while possessing or using alcohol.

3) Refuse to submit to an alcohol test

**f. No supervisor/manager shall:**

- 1) Permit an employee who refuses to submit to controlled substance and/or alcohol tests to perform or continue to perform job functions.
- 2) Permit an employee to perform or continue to perform work if the Employer has actual knowledge that an employee has tested positive for alcohol and/or controlled substances.

**g. Consequences to employees who test 0.02% or greater but less than 0.04% for alcohol (CDL only)**

- 1) Employees will not be permitted to perform work for at least 24 hours.
- 2) Employees shall be advised of the availability of the State Employees Assistance Program.
- 3) The employee shall be subject to unannounced follow-up alcohol testing. The number and frequency will consist of at least six tests in the first 12 months following the date of the employee's return to duty.
- 4) Employees who have a verified positive test result for alcohol during the 12 months following the date of the employee's return to duty shall be referred to SEAP and treated under h. below.
- 5) Employees who have a verified positive test result for alcohol during the initial hire, 6 or 12 month probationary period shall be terminated.

**h. Consequences to employees who test positive for controlled substances or .04% or greater for alcohol or employees who test positive under the provisions of g. (4) above.**

- 1) Employees shall not be permitted to perform work and shall be evaluated by a State Employees Assistance Program substance abuse professional who shall determine what assistance the employee needs in resolving problems associated with the use of controlled substances and/or alcohol.
- 2) If the employee is determined to require treatment, the substance abuse professional will evaluate the employee's participation in the program and determine whether or not the employee has followed the prescribed rehabilitation program.
- 3) A return to duty controlled substances and/or alcohol test will be required and the result must be a verified negative.

4) The employee shall be subject to unannounced follow-up controlled substance and/or alcohol testing. The number and frequency of such follow-up testing shall be directed by the SEAP substance abuse professional and will consist of at least six tests in the first 12 months following the date of the employee's return to duty.

5) Employees who have a verified positive test result for controlled substances and/or alcohol during the 12 months following the date of the employee's return to duty shall be terminated.

6) Employees who have a verified positive test result for controlled substances and/or alcohol during the initial hire, 6 or 12 month probationary period shall be terminated.

**i.** All immediate supervisors of employees and all other supervisors who may be involved in making "reasonable suspicion" decisions as to whether or not an employee may be fit for duty based on observable behavior and should receive a drug and/or alcohol test are required to receive approximately 60 minutes of approved training on controlled substance use, alcohol misuse and reasonable suspicion determinations. This training will be provided by a contractor and will cover the physical, behavioral, speech and performance indicators of use of controlled substances and of probable alcohol misuse.

**j.** All employees will receive educational material which explains the requirements, policies and procedures of the drug and alcohol testing program. This information will contain prohibitions, consequences, and information on the effects and symptoms of drug and alcohol use. Employees are required to sign a certificate indicating they have received this information. If employees refuse to sign the form indicating they have received this information, they will be subject to appropriate discipline. If employees refuse to sign the forms necessary for them to be tested or refuse to be tested for controlled substances and/or alcohol, the employee will have been deemed to have tested positive and will be subject to the provisions of h. above.

**k.** All drug and alcohol testing required by this policy, except for return to duty testing, is considered to be conducted on duty time and thus employees are in compensable status for all time spent providing a urine or breath sample, including travel time to and from the collection site.

**l.** An employee removed from duty pending the outcome of a reasonable suspicion controlled substance test may use Annual Leave or Leave Without Pay. If the test result is negative, the employee will be made whole for any wages lost, or paid leave used.

**m.** If an employee is removed from duty and referred to treatment following a positive test for controlled substances and/or alcohol, he/she may use paid sick leave or sick leave without pay consistent with the provisions of the Memorandum of Understanding.

## **2. DEFINITIONS**

**a. Alcohol.** The intoxicating agent in beverage alcohol, ethyl alcohol (ethanol) or other low molecular weight alcohols, including methyl and isopropyl alcohol.

**b. Alcohol use.** The consumption of any beverage, mixture, or preparation. For employees in the CDL program this definition also includes the consumption of any medication containing alcohol.

**c. Breath Alcohol Technician (BAT).** An individual who instructs and assists individuals in the alcohol testing process and operates an Evidential Breath Testing (EBT) device.

**d. Controlled Substances.** The controlled substances covered by this policy include cocaine, marijuana, opiates, phencyclidine (PCP), amphetamines, barbiturates, Benzodiazepine and Quaaludes (Methaqualine).

**e. Medical Review Officer (MRO).** A licensed physician (medical doctor or doctor of osteopathy) employed by the contractor responsible for receiving laboratory results generated by an employers drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an employee's confirmed positive test result together with the employee's medical history and any other biomedical information.

**f. Evidential Breath Testing Device.** A device approved by the National Highway Traffic Safety Administration for the evidential testing of breath.

**g. Reasonable suspicion.** A belief that the employee has violated the controlled substance and/or alcohol prohibitions, based on specific contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Other indicators of reasonable suspicion include: (A) a positive reading from drug interdiction equipment; (B) A positive reaction from a K-9 dog to an employee's person and/or property; and (C) notification by proper authority that an employee has been arrested and charged with a violation of any criminal drug statute involving the manufacture, distribution, dispensing, use or possession of any controlled substances.

**h. Refusal to submit to testing.** An employee who (a) refuses or fails to provide adequate urine for controlled substances testing without a valid medical explanation after the employee has received notice of the requirement for urine testing; or (b) refuses or fails to provide adequate breath for testing without a valid medical explanation after the employee has received notice of the requirement for breath testing; (c) engages in conduct that clearly obstructs the testing process.

**i. Positive Test:**

1) Screening test cut off levels:

*a)	Marijuana	50 ng/ml
*b)	Cocaine	300 ng/ml
*c)	Opiates	300 ng/ml
*d)	Phencyclidine	25 ng/ml
*e)	Amphetamines	1,000 ng/ml
*f)	Barbiturates	300 ng/ml
**g)	Benzodiazepine	300 ng/ml
**h)	Quaaludes (Methaqualine)	300 ng/ml

2) Confirmatory test cut off levels:

*a)	Marijuana	15 ng/ml
*b)	Cocaine	150 ng/ml
*c)	Opiates	300 ng/ml
*d)	Phencyclidine	25 ng/ml
*e)	Amphetamines	500 ng/ml
**f)	Barbiturates	200 ng/ml
**g)	Benzodiazepine	200 ng/ml
**h)	Quaaludes (Methaqualine)	200 ng/ml

\* These cutoff levels are established consistent with the Mandatory Guidelines for Federal Drug Testing Programs and are subject to change by the Department of Health and Human Services (DHHS). When advances in technology or other considerations warrant identification of these substances in other concentrations and the Department of Health and Human Services (DHHS) changes the Mandatory Guidelines for Federal Drug Testing Programs, the Drug Testing thresholds enumerated above will be changed as of the same effective date.

\*\* These cutoff levels are established with acceptable certified laboratory testing standards and are subject to change when advances in technology or other considerations warrant identification of these substances in other concentrations and the certified laboratory standards are changed.

**j. The selected contractor must use a Department of Health and Human Services certified laboratory.**

### **3. RESPONSIBILITIES**

**a.** Department of Corrections will establish overall policy and administer the program activities by coordinating with the Union to ensure all program activities are coordinated and appropriate communication occurs. Specific responsibilities include:

1) Developing information material to be given to all employees to explain the drug and alcohol testing requirements and applicable policies regarding drug and alcohol use and the consequences.

2) Coordinating with the State Civil Service Commission and the Bureau of State Employment to ensure that employment/recruitment material includes information on the drug and alcohol testing requirements, and that procedures are established to deal with employees who fail the drug and/or alcohol tests.

3) Ensuring that orientation information for covered employees reflects the policies, procedures, testing requirements, and consequences mandated by this program.

4) Ensuring that all appropriate agency management are aware of drug and alcohol policy and program requirements, and that all aspects of the program policies and procedures are coordinated and implemented within the agency.

5) Ensuring that appropriate agency procedures have been established to ensure that drug and alcohol testing occurs as required for:

- a) Reasonable suspicion
- b) Return-to-duty
- c) Follow-up

6) In conjunction with the Office of Administration ensure that SEAP and the contractor share appropriate information and follow established policies and procedures.

**b.** Institution/Boot Camp/Corrections Community Center Coordinators are to ensure that the drug and alcohol testing program is implemented, coordinated, and maintained in their respective institutions by:

- 1) Ensuring that all appropriate supervisors receive the MANDATORY training.
- 2) Ensuring that appropriate records are maintained only by identified personnel and that strict confidentiality procedures are followed for the testing results.
- 3) Ensuring that appropriate agency procedures are established for dealing with employees who test positive for drugs and/or alcohol.

**c.** Agency Human Resource Officer is to assist Institution/Boot Camp/Corrections Community Center Coordinators in ensuring that all personnel program activities affected by the program requirements have been modified to meet these requirements which impact upon the recruitment, hiring, orientation, testing, training, transactions, discipline, labor relations and record keeping activities of the agency.

**d.** Selected Contractors are responsible for administering the drug and alcohol testing requirements, supervisory training, record keeping and reporting processes consistent with the signed contract and this policy.

**e.** The Department of Corrections is responsible for developing and/or obtaining educational/procedural materials relating to this program and disseminating such materials to all affected employees.

**f.** State Employees Assistance Program will coordinate the evaluation and referral of employees who have tested positive for controlled substances and/or alcohol with a substance abuse professional. SEAP will coordinate all aspects of evaluation, treatment and follow up and communicate appropriately with the employee, agency and contractor.

#### **4. PROCEDURES**

**a.** Institution/Boot Camp/Corrections Community Center Coordinators are to ensure that all supervisors who may be involved in a "reasonable suspicion" determination are identified and trained in accordance with these procedures.

**b.** Reasonable Suspicion Testing for Observable Behavior.

1) An agency supervisor/manager, who has been trained in accordance with the regulations, must require an employee to submit to a controlled substance and/or alcohol test when the supervisor has reasonable suspicion to believe the employee has violated the controlled substance and/or alcohol prohibitions. Upon determining that reasonable suspicion due to observable behavior exists, the agency supervisor/manager should have another supervisor/manager who has been trained in accordance with the regulations, witness the observations.

2) The required observations for controlled substances and alcohol reasonable suspicion testing must be made by a supervisor or manager who is trained in accordance with the following requirements:

a) Supervisors/Managers designated to determine whether reasonable suspicion exists to require an employee to undergo controlled substance and/or alcohol testing must receive the Department of Corrections approved training on controlled substances, alcohol misuse and reasonable suspicion determinations.

b) The training provided by the contractor must cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

3) A written record must be made of the observations leading to a controlled substances and/or alcohol test, and must be signed by the supervisor/manager who made the observations. A separate independently written statement must be signed by the supervisor/manager who witnesses the observations. These reports must be made within 24 hours of the observed behavior or before the results of the test are released, whichever is earlier.

4) Department of Corrections must transport the employee to and from the testing site. The employee must be removed from duty until verified test results are received. If the test results are negative, the employee will be returned to work with back pay or the return of paid leave taken.

5) The employee is to be given a form which the employee must present to the testing facility prior to testing. This form will contain employee identification and notification information as well as the name of the agency contact person.

6) The employee must provide the testing site with positive identification in the form of a photo I.D.

**c.** Reasonable Suspicion for a positive reaction to drug interdiction equipment or a positive reaction by a K-9 dog to an employee's person and/or property or notification by proper authority that an employee has been arrested and charged with a violation of any criminal drug statute involving the manufacture, distribution, dispensing, use or possession of any controlled substances.

1) If an employee has a positive reaction to Drug interdiction equipment in accordance with the Department of Corrections Drug Interdiction Procedures Manual, Policy Number 6.3.12, the employee, at the discretion of the Department of Corrections, may be subject to reasonable suspicion drug and/or alcohol testing in accordance with this policy.

2) If a positive reaction to an employee's person and/or property by a K-9 detects the presence of contraband in accordance with the Department of Corrections, Drug Interdiction Procedure Manual 6.3.12, the employee, at the discretion of the Department of Corrections, may be subject to reasonable suspicion drug and/or alcohol testing in accordance with this policy.

3) If the Department is notified that an employee has been arrested and charged with a violation of any criminal drug statute involving the manufacture, distribution, dispensing, use or possession of any controlled substances the employee, at the discretion of the Department of Corrections, may be subject to reasonable suspicion drug and/or alcohol testing in accordance with this policy.

**d.** Return to duty testing.

1) If SEAP has determined that the employee requires treatment, SEAP must certify to the agency that an employee identified as needing assistance in resolving problems associated with controlled substance use and/or alcohol misuse was evaluated by a substance abuse professional, the employee followed the rehabilitation program prescribed, and the employee has undergone a return to duty controlled substance test with a verified negative result.

2) Before an employee can be returned to duty, the employee must undergo both alcohol and a controlled substance returned to duty test with negative results.

**e.** Follow-up testing.

The employee shall be subject to a minimum of six unannounced follow-up controlled substance and/or alcohol tests as directed by the substance abuse professional during the 12 month period following the employees return to duty.

**f.** Positive controlled substance test results.

1) Upon confirmation of a positive test result, the employee may request a secondary split sample be sent to a different certified laboratory to be analyzed.

2) If an employee has a verified positive test for controlled substances, the Medical Review Officer will inform the employee and the agency contact person, in writing. Prior to verifying a positive result, the MRO will make every reasonable effort to contact the employee

confidentially and afford the employee the opportunity to discuss the test result. If after making all reasonable efforts and documenting them, the MRO is unable to reach the employee directly, the MRO shall contact a designated management official who shall direct the employee to contact the MRO as soon as possible (within 24 hours).

3) As soon as the agency is notified of a verified positive test result, the agency contact person must ensure that the employee is removed immediately from the performance of work.

**g.** Maintenance of Records.

1) The Contractor will be responsible for maintaining all records resulting from the administration of drug and alcohol tests under this program. These records will be maintained as outlined in the contract with DOC and will be consistent with the federal requirements.

2) The MRO will notify the employee, in writing, of both positive and negative drug and/or alcohol test results, and the specific controlled substances for which the test was verified positive.

3) With the employee's written consent, the Contractor will provide any of the testing information to another Employer.

4) The Department of Corrections is to establish internal confidential procedures to ensure that testing notifications, test results, and any other data pertaining to the drug and alcohol testing of employee are maintained in a locked file and are released only to authorized personnel as determined by the agency Coordinator.

**h.** Training.

1) The Contractor will provide drug and alcohol training to supervisors.

2) The Contractor or Agency Human Resource Office will notify Institution/Boot Camp contact persons where and when training will be conducted. This training is mandatory and it is the institution's responsibility to ensure that employees and supervisors receive this training. If an employee/supervisor is unable to participate in the scheduled training, the Institution/Boot Camp Coordinator should be notified and the Coordinator should make alternate arrangements through the employee to receive the training as soon as possible.

3) No supervisor should be involved in a reasonable suspicion determination unless the supervisor has received the required training.

4) Once the initial training is provided, new supervisors/managers of employees are to be provided the required training from the Contractor or Agency Human Resource Office within 60 days of becoming a supervisor/manager of these employees. Agency Coordinators shall contact the Contractor within 10 days of the employee becoming a supervisor and provide the names and locations of the supervisors/managers in need of training.

5) New employees will be provided educational material during their orientation regarding the policies and requirements of the drug and alcohol testing program. Prior to any testing, the employee will be provided with additional information. The employee will be required to sign receipt of any information and forms that are provided.

Employees in this supervisory unit who are randomly tested for controlled substances and/or alcohol under the CDL policy and who test positive will be treated under the provisions of this policy.

Employees in this supervisory unit who are tested for controlled substances and/or alcohol due to the employee's assignment to the Drug Interdiction Team and who test positive will be treated under the provisions of this policy.

## APPENDIX K

### ADULT BASIC SKILLS CELL STUDY GUIDELINES

1. These guidelines apply to individuals who are not covered by State and/or Federal law that guarantees a right to a free public education.
2. Cell study services may be provided to those individuals who are unable to attend school.
3. Once the initial cell study assessment/educational prescription has been approved, an interim mechanism to deliver the cell study material to the student should be implemented. The teacher should not be responsible for delivery of the lessons.
4. An opportunity for Teachers and Counselors to meet with their cell study students for cell study purposes must exist.
  - a. Teachers shall not go into the individual's cell. The Department of Corrections shall provide a secure location for instruction in a cell block. A Department of Corrections' representative and an Association representative will meet and discuss to identify the appropriate secure location for instruction in a cell block (in a proto-typical the non-contact client/attorney room is appropriate).
  - b. Inmates in the cell study program who are in the RHU, may need to talk with their teacher. A teacher receiving such a request should go to the inmate's housing area (cell block, dormitory area or infirmary, etc.) for the discussion. Upon arrival at the housing area the teacher should request the correction officer release the student to a secure area in the housing area where the discussion could take place.

The option to proceed to an inmate's cell front to conduct appropriate cell study dialogue exists.

If the inmate is in administrative or disciplinary custody or is classified as a level 5, the correction officer should, at the request of the instructor, remain with them during the discussion.
- b. The cell study discussions should be limited to up to one hour twice weekly.
- c. When program delivery is required for an inmate in the RHU for disciplinary reasons, the student teacher ratio should be 1 to 1.
5. Teachers assigned to the cell study program should be provided adequate time to review and update the educational lessons.
6. Cell study assignments may be part of the teacher's work assignment and shall not infringe on a teacher's break or meal time.

7. Cell study meetings with inmates shall not take place during preparation time.
8. A teacher's cell study assignment should be in line with their civil service classification.
9. Teachers are guaranteed two 15 minute breaks and the preparation period daily. Cell study assignments are not to be completed in these periods. If cell study assignment cannot be completed in non-inmate contact time in the remaining six hours of work time daily, teachers shall be released from a classroom teaching assignment which will be replaced with a cell study assignment.

**SCHOOL AGE INMATE BASIC SKILLS CELL STUDY GUIDELINES**  
**(Legally required programs for students who can not attend school)**

1. School Age Inmates are defined as inmates in any of the three following categories who do not have a high school diploma or GED.
  - a. Individuals who have not reached their 17<sup>th</sup> birthday;
  - b. Individuals who are 17 - 18 - 19 - 20 years of age and have requested to participate in the school programs;
  - c. Individuals who have a special education IEP and have not completed the school year in which they reached their 21<sup>st</sup> birthday.
2. Inmates who meet the definition of 1 above and who are unable to attend regular classroom instruction must be provided up to five hours of instructional programming per week.
3. An opportunity for Teachers and Counselors to meet with their cell study students must exist.
  - a. Teachers shall not go into the individual's cell. The Department of Corrections shall provide a secure location for instruction in cell block area. A Department of Corrections' representative and an Association representative will meet and discuss to identify the appropriate area (in a proto typical the non contract client/attorney room is appropriate).
  - b. If an inmate in the cell study program is not in Administrative or Disciplinary Custody and program delivery is required, the teacher shall go to the inmate's housing area to provide the program.
  - c. If an inmate is in RHU (Disciplinary Custody) and program delivery is required, the teacher shall go to the cell block. The student teacher ratio should be 1 to 1.
  - d. If the inmate is in Administrative Custody, and program delivery is required, the Unit Management Team shall review the inmates condition to determine if he/she is a possible physical threat to the teacher. If it is determined that a physical threat exists, the student teacher ratio should be 1 to 1. In other all cases, the ratio shall be 2-1.

- e. If the inmate is in Administrative or Disciplinary Custody or is classified as a Level 5, the corrections officer should at the request of the instructor, remain with them during the discussion.
4. Teachers assigned to the cell study program should be provided adequate time to prepare and update the educational lessons.
5. Cell study assignments may be part of the teacher's work assignment and shall not infringe on a teacher's break or meal time.
6. Cell study meetings with students shall not take place during preparation time.
7. A teacher's cell study assignment should be in line with their civil service classification.
8. Teachers are guaranteed two 15 minute breaks and the preparation period daily. Cell study assignments are not to be completed in these periods. If cell study assignment cannot be completed in non-inmate contact time in the remaining six hours of work time daily, teachers shall be released from a classroom teaching assignment which will be replaced with a cell study assignment.

## APPENDIX L

### SENIORITY UNITS

#### Corrections Institutions

##### Eastern Seniority Unit

SCI Coal Township  
SCI Dallas  
SCI Frackville  
SCI Mahanoy  
SCI Phoenix  
SCI Retreat  
SCI Waymart  
SCI Chester  
SCI Muncy

##### Western Seniority Unit

SCI Albion  
SCI Cambridge Springs  
SCI Greene  
SCI Mercer  
SCI Somerset  
SCI Laurel Highlands  
SCI Forest  
SCI Fayette

##### Central Seniority Unit

SCI Benner Township  
SCI Camp Hill  
SCI Huntingdon  
SCI Rockview  
SCI Smithfield  
SCI Quehanna Boot Camp  
SCI Pine Grove  
SCI Houtzdale

Where an employee is assigned institutions in 2 seniority units, the seniority unit for furlough purposes will be the seniority unit in which the employee's institution assignment is designated as "home base".

**APPENDIX M**  
**Disability Retirement Determination Procedure**  
**For Approved Retirement System Participants**

This procedure is adopted to implement a qualification standard for Retired Employees Health Program (REHP) coverage for employees who participate in an Approved Retirement System and who retire from Commonwealth service due to a disability.

1. To determine if a TIAA-CREF participant qualifies for coverage under the REHP, all relevant evidence shall be submitted to a physician affiliated with the contractor the State Employees' Retirement System uses to make medical determinations related to disability retirements. The physician's determination will be based on the standards used by the State Employees' Retirement System (SERS) in determining eligibility for disability retirement. The physician chosen for the review shall have experience in making the same type of determination for SERS on applications for disability retirement. The physician's determination will be issued to the employee, employing agency, and the Office of Administration.
2. If an employee is dissatisfied with the physician's determination under number 1. above, they may follow the existing REHP appeal procedure, as follows:

If an application for REHP coverage due to disability is denied and the applicant believes the denial is not correct, they may appeal the denial by writing to the Pennsylvania Employees Benefit Trust Fund within 60 days of the denial. The appeal must include the reasons why the applicant believes the denial to be incorrect, including any appropriate medical evidence to support the appeal. A copy of the denial must also be included. The PEBTF will review the appeal, or will notify the appellant of the procedure to follow in the appeal. Appeals are subject to final approval by the Commonwealth of Pennsylvania, Office of Administration. Decisions rendered by the Office of Administration will be final and binding.

3. Disputes arising under this Appendix will not be subject to any grievance or arbitration provisions under any collective bargaining agreement.

## APPENDIX N

### ALTERNATIVE FORMS OF DISCIPLINE

Section 1. In accordance with the provisions of Article 7, Section 5 of the collective bargaining agreement, the Employer will utilize the Alternative Discipline Program to provide alternative forms of discipline in lieu of suspensions.

Section 2. It is understood that the tenets of Article 7 regarding just cause will continue to apply. Appeal procedures will not be affected by the Alternative Discipline Program.

Section 3. The Alternative Discipline Program will encompass discipline for other infractions in addition to those related to time and attendance and work performance. This expansion is not intended to impact upon the levels of discipline imposed upon employees.

Section 4. For employees exempt from the overtime pay provisions of the Fair Labor Standards Act and not eligible for premium pay pursuant to the provisions of the parties' labor agreement, use of the Alternative Discipline Program will encompass discipline for other infractions beyond those related to time and attendance, work performance, and failure to pay Corporate Card bill after reimbursement of eligible expenses has been made by the Commonwealth.

Section 5. The Alternative Discipline Program will differ from the traditional progressive discipline steps by replacing suspensions without pay with the following:

a. Level 1 Letter: Signed by the Agency Head or designee, this letter will identify the employee's alleged misconduct, alert the employee that continuation of this problem will result in more severe disciplinary action, and identify the employee's appeal rights. The Employer will continue to provide the Union with a copy of this letter in accordance with Section 1 of Article 7.

This letter will clearly state that this action is in lieu of the traditional suspension without pay but has the effect of such a suspension.

b. Level 2 Letter: This letter, signed by the Agency Head or designee, will identify the employee's alleged misconduct, alert the employee that this is his/her final notice and that failure to correct this problem will result in termination, and identify the employee's appeal rights. The Employer will continue to provide the Union with a copy of this letter in accordance with Section 1 of Article 7.

This letter will clearly state that this action is in lieu of the traditional suspension without pay but has the effect of such a suspension.

Section 6. Special or unusual situations could develop which do not readily lend themselves to the Alternative Discipline Program. These situations could include, among others, occasions where the circumstances of alleged conduct are such as to require the employee's immediate removal from the workplace, situations where an employee is suspended without pay pending investigation of suspected misconduct, or where the serious and/or egregious nature of the offense warrants a traditional suspension without pay. Consequently, if the Employer deems circumstances warrant it, a traditional suspension without pay or other appropriate discipline could be imposed in lieu of the Level 1 or Level 2 letters. In such circumstances, advance notification shall be given to the Union.

Section 7. This Appendix replaces the previous one concerning the Alternative Discipline Program dated November 26, 1996.

APPENDIX O



RECEIVED  
MAR 23 2009

March 20, 2009

Marc Kornfeld, PSEA  
Southern Region Service Center  
4746 Delbrook Road  
Mechanicsburg, PA 17055

Dear Mr. Kornfeld: *Mrs.*

Pursuant to discussions between the parties, the following terms are provided to amend the April 7, 2005 side letter between the parties pertaining to Professional Education and replaces said letter in its entirety.

For Teachers and Counselors in a Level 1 certification program working on an emergency certification:

- A. As required by the certifying university, we will release the teachers and counselors to take courses up to twenty-three (23) days per fiscal year. (three (3) self-initiated days and twenty (20) days pursuant to Management Directive 535.5)
- B. We will pay for tuition as required in Article 25 of the CIVEA contract (the Graduate credit rate in the State University System).
- C. We will pay for fees and books for the approved courses.

For all Teachers and Counselors in Commonwealth Secondary Diploma Program (CSDP) Institutions who have a Level 1 and are required to obtain a Level 2 certification by the Pennsylvania Department of Education:

- A. They will be reimbursed for approved courses up to the graduate school credit rate in the State University System.
- B. We will pay for fees and books for the approved courses.
- C. Teachers and Counselors may use the three (3) self-initiated days to attend approved courses. If the three (3) initiated days have been used, the employee may request to use leave under Management Directive 535.5. It is understood that all leave is approved at the Institution level.
- D. All requests for approved Out-Service Training are reviewed on an individual basis for a direct relationship to the employee's current work assignment.

REC'D - HR/PA/BLR  
MAR 23 2009

For Vocational Teachers working on a Level 1 certificate while on intern certification or emergency permit:

- A. As required by the certifying university, we will release the teachers to take courses up to twenty-three (23) days per fiscal year. (three (3) self-initiated days and twenty (20) days pursuant to Management Directive 535.3)
- B. We will pay tuition based on the Institutional rate at Indiana University of Pennsylvania, Penn State University, or Temple University.
- C. We will pay for fees and books for the approved courses.

For all other Teachers and Counselors, we will follow the requirements of Article 25 in the CIVEA contract.

- A. They will be reimbursed for approved courses at the graduate school credit rate in the State University System.
- B. Teachers and counselors may use the three (3) self-initiated days to attend approved courses. If the three (3) self-initiated days have been used, the employee may request to use leave under Management Directive 535.3. It is understood that all leave is approved at the Institution level.
- C. All requests for approved Out-Service Training are reviewed on an individual basis for a direct relationship to the employee's current work assignment.

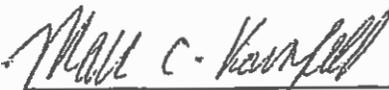
This side letter is clarified prospectively to define leave entitlement under Management Directive 535.3 to be calculated and accounted for on a Fiscal Year basis for all four categories of employees referenced herein.

The parties agree that all additional costs incurred by the Commonwealth as a result of this letter will be deducted from the \$171,000 tuition reimbursement fund as long as the fund is not depleted. If you concur with this side letter, please endorse the two (2) enclosed copies of this letter and return one to the Bureau of Labor Relations. Thank you for your time and attention.

Sincerely,



James A. Honchar, SPHR  
Deputy Secretary for Human Resources and Management

 4/11/09  
\_\_\_\_\_  
Marc Kornfeld Date  
PSEA

APPENDIX P

COMMONWEALTH OF PENNSYLVANIA  
EXECUTIVE OFFICE  
OFFICE OF ADMINISTRATION  
(717) 787-5514



Bureau of Labor Relations  
404 Finance Building  
Harrisburg, Pennsylvania 17120  
FAX: (717) 783-0430

October 9, 2008

Marc Kornfeld, Uniserv Representative  
PA State Education Association  
Southern Region Service Center  
4746 Delbrook Road  
Mechanicsburg, PA 17055

Dear Mr. Kornfeld:

This Memorandum of Understanding acknowledges and memorializes that the parties have discussed what occurs should the negotiated changes to the Retired Employees Health Care Program of Article ~~14~~<sup>23</sup> be declared illegal or unenforceable by either a State or Federal Court.

It is further acknowledged and understood that the provisions of Article 31, Section 1 of the parties' Agreement are applicable to such a situation, and that the parties shall, at the request of either party, negotiate on the subject matter involved in any invalidated contract provision. If your understanding comports with the understanding of the Commonwealth, as stated above, please indicate by signing below and returning a copy to this office.

Sincerely,

A handwritten signature in cursive script that reads "Larry Cheskawich".

Larry Cheskawich  
Bureau of Labor Relations

A handwritten signature in cursive script that reads "Marc Kornfeld".  
\_\_\_\_\_  
Date 11/6/09

cc:

Ty Stanton  
John Gasdaska



May 16, 2011

Marc Kornfeld  
Uniserve Representative  
CIVEA  
4746 Delbrook Road  
Mechanicsburg, PA 17055

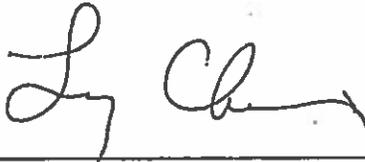
RE: PSEA-DOC-10-06 (Statewide Class Action)  
PSEA-DOC-10-01 (PIT 09-002 Akey)  
PSEA-DOC-10-08 (COA 09-008 Class Action)  
PSEA-DOC-10-23 (COA 10-006 Class Action)

Dear Mr. Kornfeld:

The following shall serve as agreement between the parties regarding the above-referenced grievances.

1. At no time should a Corrections Activities Specialist be responsible for escorting/transporting inmates outside the institution (i.e., more specifically off grounds).
2. Inside the secure fence, escorting of inmates by a Corrections Activities Specialist shall be limited to their specific work crews and/or the taking of the inmate participants to the structured activity area.
3. During structured activities, Corrections Activities Specialist responsibilities will include scheduling and/or overseeing assigned scheduled activities.
4. During structured activities, the number of activities supervised by a Corrections Activities Specialist for any one time period and the number of participants shall be established at local meetings.
5. During structured activities, when circumstances arise where a Corrections Activities Specialist finds himself/herself handling multiple scheduled structured activities, the parties shall be required to take steps to remedy the situation per procedures agreed upon locally.
6. During structured activities, where no Corrections Officer is posted at a structured activity, a security feature will be designed in accordance with Article 31 Section 8 of the CIVEA collective bargaining agreement.
7. During structured activities, the Corrections Activities Specialist's accountability/responsibility for inmates is to check passes (attendance) in accordance with the Department's 6.3.1 Security Policy (Inmate Pass System) and report inmate absences via a telephone call to one location as determined locally.
8. Once the activity has started, the Corrections Activities Specialist shall manage the activity in accordance with the Department's 6.3.1 Security Policy.

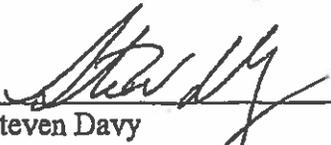
9. During non-structured activities, the Corrections Activities Specialist is not responsible for supervision of non-structured activities except for inventory of activity equipment.
10. During non-structured activities, the Corrections Activities Specialist is not responsible for clean up of garbage/litter/debris/snow for non-structured/non-scheduled activities in the yard/gymnasium/activity areas.
11. A Corrections Activities Specialist will not be responsible for operations of metal detectors.
12. Pat searches are not to be conducted by a Corrections Activities Specialist.
13. During institutional lockdowns and/or limited states of emergency, Corrections Activities Specialists may be required to deliver meals to the housing units but not distribute food or other items to the inmates on the housing units. In accordance with Article 31 Section 5, other appropriate duties will also be assigned during these situations. During emergencies, Article 31 Section 5 contract language will apply.
14. This settlement supersedes any local grievance settlements or local agreements that are in conflict with this settlement.
15. This settlement disposes of all issues encompassed in the referenced grievances and is without precedent or prejudice to the rights of either parties on any existing or future cases.



\_\_\_\_\_  
 Larry Cheskawich  
 Office of Administration

5-23-11

\_\_\_\_\_  
 Date



\_\_\_\_\_  
 Steven Davy  
 Bureau of Correction Education

5-23-11

\_\_\_\_\_  
 Date



\_\_\_\_\_  
 Marc Kornfeld  
 CIVEA

5-23-11

\_\_\_\_\_  
 Date

cc: J. Chiampi, Bureau of Treatment Services  
 T. Stanton, Bureau of Human Resources  
 R. Palmer, Chief Employee Services (CR, CEN Transactions)  
 File